

Central Bedfordshire
Council
Priory House
Monks Walk
Chicksands,
Shefford SG17 5TQ

**This meeting will
be filmed.***



**Central
Bedfordshire**

please ask for Sandra Hobbs
direct line 0300 300 5257
date 12 June 2017

NOTICE OF MEETING

EXECUTIVE

Date & Time

Tuesday, 20 June 2017 at 9.30 a.m.

Venue

Council Chamber, Priory House, Monks Walk, Shefford

Richard Carr
Chief Executive

To: The Chairman and Members of the EXECUTIVE:

Cllrs	J Jamieson	– Chairman and Leader of the Council
	R Wenham	– Deputy Leader and Executive Member for Corporate Resources
	I Dalgarno	– Executive Member for Community Services
	S Dixon	– Executive Member for Education and Skills
	C Hegley	– Executive Member for Social Care and Housing and Lead Member for Children's Services
	B Spurr	– Executive Member for Health
	N Young	– Executive Member for Regeneration

All other Members of the Council - on request

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THIS MEETING

***This meeting may be filmed by the Council for live and/or subsequent broadcast online at**

<http://www.centralbedfordshire.gov.uk/modgov/ieListMeetings.aspx?Committeeld=577>.

You can view previous meetings there starting from May 2015.

At the start of the meeting the Chairman will confirm if all or part of the meeting will be filmed by the Council. The footage will be on the Council's website for six months. A copy of it will also be retained in accordance with the Council's data retention policy. The images and sound recording may be used for training purposes within the Council.

By entering the Chamber you are deemed to have consented to being filmed by the Council, including during any representation you might make, and to the possible use of the images and sound recordings made by the Council for webcasting and/or training purposes.

Phones and other equipment may also be used to film, audio record, tweet or blog from this meeting by an individual Council member or a member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session. The use of images or recordings arising from this is not under the Council's control.

AGENDA

1. **Apologies for Absence**

To receive apologies for absence.

2. **Minutes**

To approve as a correct record, the Minutes of the meeting of the Executive held on 4 April 2017.

3. **Members' Interests**

To receive from Members any declarations of interest.

4. **Chairman's Announcements**

To receive any matters of communication from the Chairman.

5. **Petitions**

To consider petitions received in accordance with the Scheme of Public Participation set out in Annex 2 of Part A4 of the Constitution:

- e-petition for CCTV for Public Safety in Sandhills, Leighton Buzzard – 120 signatures.

6. **Public Participation**

To respond to general questions and statements from members of the public in accordance with the Scheme of Public Participation set out in Appendix A of Part A4 of the Constitution.

7. **Forward Plan of Key Decisions**

To receive the Forward Plan of Key Decisions for the period 1 July 2017 to 30 June 2018.

Decisions

Item	Subject	Page Nos.
8.	Central Bedfordshire Local Plan The report seeks approval to release the draft plan for public consultation for a period of 8 weeks commencing July 2017.	Circulated Separately

- | | | |
|-----|--|-----------|
| 9. | Review of the 2011 Preliminary Flood Risk Assessment | 45 - 58 |
| | To ensure the Council's assessment and review of Flood Risk Areas previously identified in 2011 is appropriate. | |
| 10. | Planning Enforcement (Recommendations of Overview and Scrutiny Enquiry) | 59 - 74 |
| | To provide Members with the outcomes of the scrutiny enquiry into planning enforcement as reported to the Sustainable Communities Overview and Scrutiny Committee. | |
| 11. | The Integration of Health and Social Care in Central Bedfordshire (Recommendations of Overview and Scrutiny Enquiry) | 75 - 112 |
| | To provide the outcomes of the scrutiny enquiry into the integration of health and social care in Central Bedfordshire as reported to the Social Care, Health and Housing Overview and Scrutiny Committee. | |
| 12. | Executive Response to Overview and Scrutiny Enquiry on School Parking | 113 - 122 |
| | To agree the response of the Executive to the outcomes a scrutiny enquiry into School Parking as received at the previous Executive meeting on 4 April 2017. | |
| 13. | Executive Response to Overview and Scrutiny Enquiry on Council Responsiveness | 123 - 138 |
| | To agree the response of the Executive to the outcomes of a scrutiny enquiry into council responsiveness as received at the previous Executive meeting on 4 April 2017. | |
| 14. | Revenue Budget Monitoring Provisional Outturn March 2017 (subject to audit) | 139 - 166 |
| | The report sets out the provisional outturn financial position for 2016/17 as at the end of March 2017 (subject to audit). | |
| 15. | March 2017 Capital Budget Monitoring Provisional Outturn Report (subject to audit) | 167 - 194 |
| | The report sets out the Provisional Capital Outturn (subject to audit) for 2016/17 as at the end of March 2017. | |

- | | | |
|-----|--|-----------|
| 16. | 2016/17 Housing Revenue Account Budget Management Provisional Outturn Report (subject to audit) | 195 - 210 |
| | The report presents the 2016/17 HRA provisional outturn financial position as at the end of March 2017 (subject to audit). | |
| 17. | Revised Policies for Travel Assistance for Children and Pupils Attending School and Post 16 Students | 211 - 282 |
| | To give approval for public consultation on the revised Policies for Travel Assistance for Children and Pupils Attending School and Post 16 Students. | |
| 18. | Proposed Temporary Expansion of Henlow Church of England Academy | 283 - 296 |
| | To seek approval of additional middle school places in the Ward of Arlesey through the temporary expansion of Henlow Church of England Academy for September 2017. | |
| 19. | Homes & Communities Agency Grant: 2016-21 Shared Ownership and Affordable Homes Programme | 297 - 302 |
| | To approve entering into contract with the Homes & Communities Agency for the provision of £5,610,000 funding to Central Bedfordshire Council from the Homes & Communities Agency to deliver 187 homes under the Shared Ownership and Affordable Homes Programme 2016 to 2021. | |
| 20. | Shared Lives Scheme Management Service for Adults with Learning Disabilities | 303 - 316 |
| | To approve the award of a new Shared Lives Scheme Management Service contract for Adults with Learning Disabilities for a period of 3 years plus up to 2 years extension. | |
| 21. | Award of the new Adults Homecare Service, Extra Care and Children's Care Support Services Contract | 317 - 330 |
| | To provide an update on the retendering of the current Adult Homecare and Extra Care contracts and Children's Care Support Services and seeks approval to award contracts to the recommended providers. | |

22. **Award of Contract - Development of Biggleswade South Gypsy and Traveller Site** 331 - 336

To provide tender evaluation information for approval for the construction of a new Gypsy and Traveller Site at Biggleswade South. Approval is also sought for additional budget provision as the overall project cost will now exceed the original budget.

Monitoring Matters

- | Item | Subject | Page Nos. |
|-------------|---|------------------|
| 23. | 2016/17 Quarter 4 Performance Report | 337 - 348 |
| | To receive the 2016/17 quarter 4 performance monitoring report. | |

24. **Exclusion of the Press and Public**

To consider whether to pass a resolution under section 100A of the Local Government Act 1972 to exclude the Press and Public from the meeting for the following items of business on the grounds that the consideration of the items is likely to involve the disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Act.

Exempt Appendices

- | Item | Subject | Exempt Para. | Page Nos. |
|-------------|---|---------------------|------------------|
| 25. | Award of the Adults Homecare Service, Extra Care and Children's Care Support Services Contract | 3 | 349 - 350 |
| | To receive the exempt Appendix A. | | |
| 26. | Award of Contract - Development of Biggleswade South Gypsy and Traveller Site | 3 | 351 - 356 |
| | To receive the exempt Appendix A. | | |

This agenda gives notice of items to be considered in private as required by Regulations (4) and (5) of The Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012.

Details of any representations received by the Executive about why any of the above exempt decisions should be considered in public: none at the time of publication of the agenda. If representations are received they will be published separately, together with the statement given in response

CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **EXECUTIVE** held in the Council Chamber, Priory House, Monks Walk, Shefford on Tuesday, 4 April 2017.

PRESENT

Cllr J G Jamieson (Chairman)
Cllr R D Wenham (Vice-Chairman)

Executive Members:	Cllrs	I Dalgarno Cllr S Dixon Cllr Mrs C Hegley	Cllrs	B J Spurr J N Young
Deputy Executive Members:	Cllrs	Mrs S Clark Mrs A L Dodwell E Ghent Ms C Maudlin	Cllrs	Mrs T Stock G Tubb B Wells
Apologies for Absence:	Cllrs	A D Brown K M Collins		Deputy Executive Member for Community Services Deputy Executive Member for Corporate Resources
Members in Attendance:	Cllrs	R D Berry P A Duckett F Firth C C Gomm Mrs S A Goodchild Ms A M W Graham	Cllrs	P Hollick K C Matthews D McVicar M A G Versallion A Zerny
Officers in Attendance		Mr Q Baker Mr R Carr Ms S Chapman Mrs S Frost Mrs S Harrison Mrs S Hobbs Mr T Hoyle Mrs C Jagusz Mrs J Keyte Ms K McFarlane Mrs J Ogley Mr C Warboys		AD Legal Services (Monitoring Officer) Chief Executive Development Plan Process Manager Interim Head of Place Delivery Director of Children's Services Senior Committee Services Officer MANOP Head of Service Committee Services Administrator Head of Community Safety Business Investment Group Manager Director of Social Care, Health and Housing Director of Resources

E/16/116. **Minutes**

RESOLVED

that the minutes of the meeting held on 7 February 2017 be confirmed as a correct record and signed by the Chairman.

E/16/117. **Members' Interests**

None were declared.

E/16/118. **Chairman's Announcements**

HM The Queen and HRH The Duke of Edinburgh would be the Council's guests of honour to officially open Priory View, Dunstable on 11 April 2017.

Items 13 'Children's Transformation Programme' and 18 'The Day Offer for Older People and Adults with Disabilities' would be considered after item 8 'Council Responsiveness'.

Item 20 'Flitwick Station Site and Car Park' would be considered after item 24 'Quarter 3 Performance Monitoring'.

E/16/119. **Petitions**

No petitions were received.

E/16/120. **Public Participation**

No members of the public had registered to speak.

E/16/121. **Forward Plan of Key Decisions**

REESOLVED

that the Forward Plan of Key Decisions for the period 1 May 2017 to 30 April 2018 be noted.

E/16/122. **Council Responsiveness (Recommendations from the Overview and Scrutiny Enquiry)**

The Executive considered a report from the Chairman of the Corporate Resources Overview and Scrutiny Committee that provided the outcome of the scrutiny enquiry into Council Responsiveness. The review had considered the customer experience when contacting the Council and the extent to which residents could influence the Council's decision-making.

Reason for decision: To enable the Executive to review the recommendations emerging from the enquiry before determining its response.

RESOLVED

1. **that the report and recommendations of the enquiry, set out at Appendix 1 to the report, be noted; and**
2. **that a response to the report be submitted to the Executive for consideration within two months indicating what action, if any, it proposed to take and if it decided to take no action, the reasons for that decision.**

E/16/123. **Children's Services Transformation Programme**

The Executive considered a report from the Executive Member for Social Care and Housing on the Children's Transformation Programme, including key timelines for implementation. The Programme would deliver the integration of the Council's early help and social care teams from June 2017. This would contribute to the Council's ambitions, including raising school standards, improving outcomes for vulnerable groups and meeting the challenges of the Medium Term Financial Plan.

In response to questions, the Executive Member for Social Care and Housing explained that there would be closer working between agencies, social workers, the youth offending team and schools to enable vulnerable families to have better support and one care plan. Securing partner commitment to this approach was vital. The Children's Services Overview and Scrutiny Committee and the Executive would be updated on the programme at appropriate intervals. Members who were also School Governors had an important role to play in helping to raise school standards and supporting vulnerable families.

Reason for decision: To secure support for the transformation programme to deliver a whole system, whole Council approach to improving outcomes for children and families.

RESOLVED

1. **that the information contained within the report be noted; and**
2. **that Members champion the Children's Transformation Programme.**

E/16/124. **The Day Offer for Older People and Adults with Disabilities**

The Executive considered a report from the Executive Member for Social Care and Housing that set out the outcomes of the consultation on the future day offer for vulnerable adults and older people.

The Council had received 102 responses with the majority of the respondents supporting the key principles and components proposed as part of the future day offer. Following the consultation, the proposed day offer would place additional emphasis on suitable provision for people with dementia and providing opportunities for people of working age to learn life skills, including to help them access employment. Engagement would continue with customers and family carers.

In response to questions, the Executive Member for Social Care and Housing explained that where possible volunteers in villages and towns would be able to help, but this would depend on the level of care a person required. There was a real opportunity to build on what was already taking place in the community to improve the lives of older people, vulnerable adults and their carers.

Reason for decision: To enable the Council to take forward and progress an improved day offer for older people and vulnerable adults.

RESOLVED

- 1. that the outcome of the public consultation on the day offer, as set out in paragraphs 4 to 20 and Appendix 1 to the report, be noted;**
- 2. that the revised day offer, set out in Appendix 2 to the report, be adopted as the Council's approach to the delivery of day services in the future; and**
- 3. that the timescale and approach to the delivery of the new day offer, as set out in paragraphs 21 to 25 of the report, be approved.**

E/16/125. School Parking (Recommendations from the Overview and Scrutiny Enquiry)

The Executive considered a report from the Chairman of the Sustainable Communities Overview and Scrutiny Committee that set out the outcome of the scrutiny enquiry into school parking. The review had sought to identify solutions to car parking and vehicular access at schools to ensure the free movement of traffic around schools, particularly in the light of the implications of school expansion.

In response to a question, the Deputy Executive Member for Community Services explained that a letter available to the town and parish councils, requesting the drivers not to park on grass verges. The Executive Member for Community Services advised that the Parking Strategy was currently out for consultation and was due to be considered by the Executive on 1 August 2017. An additional four Civil Enforcement Officers had been employed to support the enforcement of parking restrictions.

The Council would continue to lobby for authorities to be able to use CCTV cars to enforce on-street parking.

Reason for decision: To enable the Executive to review the recommendations emerging from the enquiry before determining its response at a future meeting.

RESOLVED

- 1. that the report and recommendations of the enquiry, set out at Appendix 1 to the report, be noted; and**
- 2. that a response to the report be submitted to the Executive for consideration, within two months indicating what action, if any, it proposes to take and if it decides to take no action, the reasons for that decision.**

E/16/126. Neighbourhood Planning

The Executive considered a report from the Executive Member for Regeneration that provided an update on neighbourhood planning in Central Bedfordshire and set out the statutory processes involved. 21 Neighbourhood Areas had been designated so far and at least six parishes were well advanced with plans. Arlesey, Fairfield and Wrestlingworth had submitted their Plans formally to the Council to take through the examination and referendum process.

Reason for decision: Once a Plan had been supported by a majority of those voting following a referendum, the Council had no other option than to 'make' the Plan under section 28A (A)(4) of the Planning and Compulsory Purchase Act 2004. The Council was not subject to this duty if (and only if) the making of the plan would breach, or otherwise be incompatible with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998).

RESOLVED

to authorise the Director of Regeneration and Business, in consultation with the Executive Member for Regeneration to:

- 1. publish submitted Neighbourhood Plans and Neighbourhood Development Orders for comment;**
- 2. appoint an Examiner in conjunction with the relevant body;**
- 3. submit the documentation for Examination;**
- 4. following Successful Examination, proceed to carry out a referendum; and**
- 5. to 'Make' the Plan or Order.**

E/16/127. **CCTV Review**

The Executive considered a report from the Executive Member for Community Services that set out proposals for the future of the Council's public space CCTV system. The Council currently had 129 cameras operating and monitored from the control room in Watling House, Dunstable, with a further 19 cameras at Leighton Buzzard's multi-story car park and 12 cameras monitored by Hertfordshire CCTV Partnership. The infrastructure was at full capacity and key elements were nearing the end of their useful life and needed replacing.

In response to a question, the Executive Member for Community Safety confirmed that CCTV was being considered for enforcing the use of bus lanes and HGV weight restrictions.

The Executive Member for Health moved an amendment to the recommendation, which was duly seconded, to include the wording 'or other appropriate location' after the words 'Priory House'.

Reason for decision: To enable the Council to invest in a modern multi-functional CCTV control room to identify disorder and criminality, as well as provide evidence to support prosecution. The scheme would also support the Council's response to safeguarding, general public safety and emergency incidents in the locations where it operated.

RESOLVED

that the Council invests in a new multi-functional CCTV control room at Priory House, or other appropriate location, procures new HD cameras utilising wireless technology to improve image quality and reduce signal transmission costs, whilst also offering other complimentary services to generate whole Council efficiencies and increase income.

E/16/128. **Superfast Broadband Extension Project**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that sought approval to award contracts for £3.48m of externally secured funding and additional funding as secured, to extend superfast broadband infrastructure across Central Bedfordshire as part of the Council's goal to maximise superfast broadband coverage by 2020.

Reason for decision: Extending superfast broadband coverage was a priority for the Council.

RESOLVED

1. **that the award of contracts for £3.48m of externally funded resources, with scope to extend this by up to an additional £3m, if additional external funding was secured to extend superfast broadband coverage as part of the Central Superfast Partnership covering Central Bedfordshire, Bedford, Luton and Milton Keynes, be approved;**

2. that the Council continued with the existing priorities set out through the previous BDUK procurement, through the procurement process:
 - maximising overall superfast broadband coverage;
 - subject to maximising superfast coverage, seek a balance between residential and business premise coverage; and
 - subject to maximising superfast coverage, achieve a reasonable geographic spread across Central Bedfordshire.

3. to authorise the Director of Regeneration and Business, in consultation with the Executive Member for Corporate Resources, to select contractors to deliver superfast broadband infrastructure based on the Council's priorities and the successful completion of the procurement process and BDUK state aid approval. Furthermore that the Director of Regeneration and Business, in consultation with the Executive Member for Corporate Resources, may vary the contract/delivery programme as required during the lifetime of the contract, including reinvesting savings and efficiencies and additional external funding secured through the project; and

4. that the Council's continued participation with the existing Central Superfast Broadband Partnership arrangements, be approved, updating the collaboration agreement as required. Furthermore, that the Executive Member for Corporate Resources, in consultation with the Director of Regeneration and Business, approves any proposed changes to the membership and terms of reference to the partnership.

E/16/129. **Commissioning of New School Places in Barton-Le-Clay and Marston Moretaine for September 2018**

The Executive considered a report from the Executive Member for Education and Skills that provided the outcome of the consultation undertaken by the Governors of Arnold Academy Trust, Barton-Le-Clay and the proposal published for Church End Lower School (Forest End campus), Marston Moretaine to expand each school by 1 form of entry (30 places in each school year group) by September 2018.

The Executive Member for Education and Skills confirmed that Central Bedfordshire Council had been awarded £10.2m basic needs grant for 2019/20.

Reason for decision: To ensure that the Council continued to meet its statutory obligations to secure sufficient school places for children in the surrounding areas of Barton-Le-Clay and Marston Moretaine.

RESOLVED

1. **that the responses received to the consultation by the Governors of Arnold Academy Trust, Barton Le Clay and the Council's official proposal published for Church End Lower School, Marston Moretaine, each to expand by 1 form of entry (30 places in each school year group) by September 2018, be noted; and**
2. **that the commencement of capital expenditure as set out in the report, be approved, subject to the Department of Education's approval of the Arnold Academy Trust proposal and the granting of planning permissions under Part 3 of the Town and Country Planning Act 1990.**

E/16/130. **Commissioning of New School Places in the Ward of Cranfield and Marston Moretaine for September 2018**

The Executive considered a report from the Executive Member for Education and Skills that sought support for the proposed consultation by Holywell Middle School (academy), Cranfield to expand by 1 form of entry (30 places in each middle school year group) by September 2018.

Reason for decision: To ensure that the Council continued to meet its statutory obligations to secure sufficient school places for children in the surrounding areas of Cranfield and Marston Moretaine.

RESOLVED

1. **that the proposed commencement of consultation by Holywell Middle School (academy), Cranfield, be supported to expand by 1 form of entry (30 places in each year group) by September 2018. This is phase 2 of the expansion of the school, taking the school from a 5 form entry school to a 6 form entry school; and**
2. **that if supported, the results of the consultation and determination of the proposal be considered by the Executive in August 2017.**

E/16/131. **Prescribed Alteration to Robert Peel, St Swithuns VC and John Donne CofE Lower Schools**

The Executive considered a report from the Executive Member for Education and Skills that sought approval for the prescribed alterations for Robert Peel Foundation Lower School, St Swithuns VC Lower School and John Donne C of E Lower School, following determination of the change of age.

In a response to a question, the Executive Member for Education and Skills explained that the changes in Sandy would be explained to parents.

Reason for decision: To ensure that the Council continued to meet its statutory obligation to ensure that there were adequate school places and also to meet all the legal requirements placed on the Council by the Education and Inspections Act 2006.

RESOLVED

that the proposed prescribed alterations for Robert Peel Foundation Lower School, Sandy, St Swithuns VC Lower School, Sandy and John Donne C of E Lower School, Blunham, as set out in Appendices A-C, be approved.

E/16/132. **Determination of a Statutory Notice for a Change of Age Range at Shillington Lower School from 4-9 to 2-9 years of age**

The Executive considered a report from the Executive Member for Education and Skills that sought approval to a change in age range at Shillington Lower School from 4-9 to 2-9 years of age, to integrate a pre-school provision. Following the publication of the statutory notice, 45 responses had been received with 43 of the responders supporting the proposal.

Reason for decision: To ensure that Shillington had its own pre-school provision as there was no other provision in the village, other than local childminders who had little capacity to take on extra children.

RESOLVED

that a change in age range for Shillington Lower School from 4-9 to 2-9, with effect from 1 September 2017, as set out in the statutory notice attached at Appendix A to the report, be approved.

E/16/133. **A421 Dualling M1/J13 - Milton Keynes, Magna Park - Compulsory Purchase Order 2017**

The Executive considered a report from the Executive Member for Community Services that sought authorisation to make the Central Bedfordshire Council (A421 widening and improvement) Compulsory Purchase Order 2017 to support the acquisition of land to the south of the existing highway to facilitate dualling.

Reason for decision: To enable the successful acquisition of land required for this project to support the full Transport Business Case to release the remaining £21m of Department of Transport funding contributions via the Local Growth Fund.

RESOLVED

1. to authorise the Director of Community Services and the Assistant Director Legal Services (Monitoring Officer) to make a Compulsory Purchase Order to be known as “The Central Bedfordshire Council (A421 widening and improvement) Compulsory Purchase Order 2017” under Sections 239, 240, 246 and 249 of the Highways Act 1980 in respect of the land and property indicated on a map marked with the name of the Compulsory Purchase Order, which is appended to the report as Appendix A; and
2. to authorise the Assistant Director Legal Services (Monitoring Officer) to make arrangements:
 - (a) to take all necessary steps in connection therewith including: the making and serving of the Order, the signing publication and serving of all notices, the submission of the Order to the Secretary of State for Transport (and if any objections were received) the making of arrangements for a Public Inquiry including the appointment of Counsel; and
 - (b) to either serve a Notice to Treat under the Compulsory Purchase Act 1965 or make a General Vesting Declaration under The Compulsory Purchase (Vesting Declarations) Act 1981 so as to acquire all necessary interests in the land and property included in the confirmed Compulsory Purchase Order.

E/16/134. **Revenue Budget Monitoring Provisional Forecast Outturn December 2016 (Quarter 3)**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that set out the provisional forecast outturn financial position for 2016/17 as at December 2016. The revenue forecast outturn position was an overspend of £1.2M.

It was noted that in previous years the provisional financial outturn had been reported to the Executive meeting in June to formally agree the accounts, subject to audit. This year the Council was working towards a shorter timescale for the approval of the Statement of Accounts, aiming to complete the draft set by end of May. The following year this timescale would become compulsory and it was important for both the Council and its external auditors to try to achieve this in 2017 in order to validate the process. It was still anticipated that the Statement would be reported to the Executive in June.

Reason for decision: To maintain rigour and transparency through the Executive’s regular public monitoring of the revenue budget.

RESOLVED

1. that the revenue forecast outturn position which was currently to overspend budget by £1.2M be noted;
2. that officers continue to look for compensatory savings in order to deliver a balanced budget;
3. to authorise the Chief Executive and the Director of Resources (s.151 Officer), in consultation with the Leader and the Deputy Leader and Executive Member for Corporate Resources, to approve the 2016/17 revenue, capital and HRA provisional financial outturn positions, subject to audit; and
4. the delegation in 3 above is subject to the final outturn position not being more than 1% over/under net budget.

E/16/135. **December 2016 Quarter 3 Capital Budget Monitoring Forecast Outturn Report**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that set out the capital projected outturn for 2016/17 as at December 2016. The year to date gross spend was £21.2m below budget.

Reason for decision: To maintain rigour and transparency through the Executive's regular public monitoring of the capital budget.

RESOLVED

that the gross forecast outturn of £107.8M, excluding the HRA, but including deferred spend from 2015/16 which was currently below the approved budget by £24.8M (£42.5M below last year against a higher budget of £139.2M), be noted. The net forecast is £8.5M below budget (£32.9M below last year).

E/16/136. **Period 9 (Quarter 3) – 2016/17 Housing Revenue Account Budget Monitoring**

The Executive considered a report from the Executive Member for Social Care and Housing and the Deputy Leader and Executive Member for Corporate Resources that set out the 2016/17 Housing Revenue Account (HRA) projected outturn revenue and capital position as at December 2016.

The revenue forecast position projected a year end surplus of £6.578m compared to a budgeted surplus of £5.363m, an increase of £1.215m. The capital forecast position was a net outturn below budget at £11.837m; this included deferred works of £4.280m from 2015/16 and it was proposed that £2.586m of future investment works were deferred to 2017/18.

Reason for decision: To maintain rigour and transparency through the Executive's regular public monitoring of the HRA budget.

RESOLVED

1. **that the revenue forecast position to achieve a balanced budget with a contribution to HRA Reserves of £23.314M, thus strengthening the Council's ability to invest and improve its stock of Council Houses, be approved;**
2. **that the capital forecast position indicates a net outturn of £11.837M, against a budget of £15.589M, be approved. It was proposed that £2.586M of future investment works were deferred to 2017/18;**
3. **that General Fund (GF) assets at Havelock Road in Biggleswade and Greenacres in Dunstable be transferred to the HRA, generating the equivalent of a capital receipt of £1.575M to the GF and enabling the HRA to provide accommodation solutions that would avoid temporary accommodation costs; and**
4. **that Right to Buy (RtB) sales be monitored for the possible impact on predicted surpluses in the medium to longer term.**

E/16/137. **Quarter 3 Performance Monitoring**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that set out the quarter 3 2016/17 performance for the Council's Medium Term Plan indicator set.

Reason for decision: To ensure a rigorous approach to performance management across Central Bedfordshire Council.

RESOLVED

1. **that performance against the indicators currently being used to help support the monitoring of progress against the Medium Term Plan priorities be noted; and**
2. **that officers be requested to further investigate and resolve underperforming indicators as appropriate.**

E/16/138. **Flitwick Station Site and Car Park**

The Executive considered a report from the Executive Member for Regeneration that sought agreement to further work on a mixed-use development scheme for the Flitwick station area site.

Reason for decision: To ensure that projected growth of Central Bedfordshire would be supported with vibrant local town centres, preserving their own particular character.

RESOLVED

1. that the specific place making objectives identified for Flitwick, the options appraisal undertaken for the Flitwick Station site and the identification of a mixed-use development option as the preferred option at this stage, be noted;
2. that progress to date with interested parties, including securing confirmed interest in anchoring a mixed-use scheme from a major national retailer, be noted. Recognising that this time limited interest might help to unlock investment from potential scheme partners, the Homes and Communities Agency and private sector investors and developers;
3. that officers be requested to continue to develop a mixed-use development option and specifically to:
 - negotiate provisional heads of terms with the potential retail anchor in order to urgently secure their participation in the scheme;
 - negotiate provisional heads of terms as required with the Homes and Communities Agency (subject to due diligence) in order to secure time limited investment funding;
 - undertake a local consultation on the proposal and the mix of uses;
 - prepare an outline development brief;
 - undertake an options appraisal of the delivery options available to the Council, and take appropriate market soundings to assess market interest in the options;
 - further refine the financial appraisal, including specific consideration of the implications for the Council in terms of income generated from the interim car parking on the site;
 - review, consider and cost any further remedial works required to ensure safe operation of the temporary car park in the period up to construction commencing; and
 - undertake a lessons learned exercise of other similar mixed-use schemes which have been successfully implemented.
4. to support the development of a business case, £60,000 be released from the balance of the existing 2016/17 capital budget (allocated to this site) of £1.057M to fund this further work; and

- 5. to ask officers to provide a further report in Autumn 2017, to enable the Executive's further consideration of the mixed-use development option.**

(Note: The meeting commenced at 9.30 a.m. and concluded at 11.50 a.m.)

Chairman

Dated

**Central Bedfordshire Council
Forward Plan of Key Decisions
1 July 2017 to 30 June 2018**

- 1) During the period from **1 July 2017 to 30 June 2018**, Central Bedfordshire Council plans to make key decisions on the issues set out below. “Key decisions” relate to those decisions of the Executive which are likely:
- to result in the incurring of expenditure which is, or the making of savings which are, significant (namely £200,000 or above per annum) having regard to the budget for the service or function to which the decision relates; or
 - to be significant in terms of their effects on communities living or working in an area comprising one or more wards in the area of Central Bedfordshire.

There are exceptions to these criteria which is set out in C2 1.3 in the Council’s Constitution. Specifically, expenditure which is identified in the approved Council revenue and capital budgets are not key decisions.

- 2) The Forward Plan is a general guide to the key decisions to be determined by the Executive and will be updated on a monthly basis. Key decisions will be taken by the Executive as a whole. The Members of the Executive are:

Councillor James Jamieson	Leader of the Council
Councillor Richard Wenham	Deputy Leader and Executive Member for Corporate Resources
Councillor Ian Dalgarno	Executive Member for Community Services
Councillor Steven Dixon	Executive Member for Education and Skills
Councillor Carole Hegley	Executive Member for Social Care and Housing and Lead Member for Children’s Services
Councillor Brian Spurr	Executive Member for Health
Councillor Nigel Young	Executive Member for Regeneration

- 3) Whilst the majority of the Executive’s business at the meetings listed in this Forward Plan will be open to the public and media organisations to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information.

This is a formal notice under the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 that part of the Executive meeting listed in this Forward Plan will be held in private because the agenda and reports for the meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

- 4) Those items identified for decision more than one month in advance may change in forthcoming Plans. Each new Plan supersedes the previous Plan. Any person who wishes to make representations to the Executive about the matter in respect of which the decision is to be made should do so to the officer whose telephone number and e-mail address are shown in the Forward Plan. Any correspondence should be sent to the contact officer at the relevant address as shown below. General questions about the Plan such as specific dates, should be addressed to the Committee Services Manager, Priory House, Monks Walk, Chicksands, Shefford SG17 5TQ.
- 5) The agendas for meetings of the Executive will be published as follows:

Meeting Date	Publication of Agenda
20 June 2017	12 June 2017
1 August 2017	20 July 2017
10 October 2017	28 September 2017
5 December 2017	23 November 2017
9 January 2018	21 December 2017
6 February 2018	25 January 2018
3 April 2018	22 March 2018

Central Bedfordshire Council

Forward Plan of Key Decisions for the period 1 July 2017 to 30 June 2018

Key Decisions

Date of Publication: 26 May 2017

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Contact officer (method of comment and closing date)
1.	Parking Strategy -	To receive the outcome of the consultation and adopt the Parking Strategy.	1 August 2017	Sustainable Communities Overview and Scrutiny Committee on 16 March 2017. 12 weeks public consultation commencing in November 2016.	Open Parking Strategy	Executive Member for Community Services Comments by 01/07/2017 to Contact Officer: Gerri Davies, Principal Strategic Transport Officer Email: geraldine.davies@centralbedfordshire.gov.uk Tel: 0300 300 4854
2.	Commissioning of New Middle School Places in Cranfield by September 2018 -	To consider the outcome of consultation by Holywell CoE (middle academy) and to seek approval of the proposal.	1 August 2017		Open	Executive Member for Education and Skills Comments by 01/07/2017 to Contact Officer: Victor Wan, Senior Education Officer (Planning) Email: victor.wan@centralbedfordshire.gov.uk Tel: 0300 300 5574

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
3.	Assumptions for Pupil Yield arising from Housing Development and Section 106 Contributions -	To provide an update on the assumptions around pupil yield arising from housing development and impact on S106 contribution calculation methodology.	1 August 2017		Open	Executive Member for Education and Skills Comments by 01/07/2017 to Contact Officer: Kate Philpot, Principal Assistant (School Places) Email: kate.philpot@centralbedfordshire.gov.uk Tel: 0300 300 5575
4.	Highways Asset Management Plan -	The Highways Asset Management Plan (HAMP) sets out our approach to highways asset management in Central Bedfordshire. The HAMP will form part of the Incentive Fund Bid 2018.	1 August 2017		Open Highways Asset Management Plan	Executive Member for Community Services Comments by 01/07/2017 to Contact Officer: David Leverington, Rights of Way Team Leader Email: david.leverington@centralbedfordshire.gov.uk Tel: 0300 300 6107

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
5.	Homelessness Reduction -	Approve an updated Homelessness Strategy Action Plan, to take account of new duties proposed within the Government's Homelessness Reduction Bill.	1 August 2017		Open Homelessness Reduction	Executive Member for Social Care and Housing Comments by 01/07/2017 to Contact Officer: Nick Costin, Head of Housing Service Email: nick.costin@centralbedfordshire.gov.uk Tel: 0300 300 5219
6.	Lets Rent - Homelessness Prevention Offer -	To present the Lets Rent - Homelessness Prevention Offer for approval.	1 August 2017		Open Lets Rent - Homelessness Prevention Offer	Executive Member for Social Care and Housing Comments by 01/07/2017 to Contact Officer: Nick Costin, Head of Housing Service Email: nick.costin@centralbedfordshire.gov.uk Tel: 0300 300 5219

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
7.	Children with Disabilities Short Breaks and Efficiencies -	To review the impact of the proposed efficiencies including those proposed for short breaks.	1 August 2017		Open Children with Disabilities Short Breaks and Efficiencies	Executive Member for Social Care and Housing Comments by 01/07/2017 to Contact Officer: Ken Harvey, Head of Services for Disabled Children Email: ken.harvey@centralbedfordshire.gov.uk Tel: 0300 300 6599
8.	Central Bedfordshire Council Mechanical and Electrical Minor Works Framework -	The report proposes a Mechanical and Electrical Minor Works Framework Agreement as the primary vehicle to deliver a wide range of mechanical and electrical engineering projects. It is envisaged that the Agreement will be operational for two years with yearly options to extend for a further two years.	1 August 2017		Open Central Bedfordshire Council Mechanical and Electrical Minor Works Framework	Cllr Steven Dixon, Cllr Richard D Wenham Comments by 01/07/2017 to Contact Officer: Lorna Walker Email: lorna.walker@centralbedfordshire.gov.uk Tel: 0300 300 5047

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
9.	Re-procurement of the Healthy Child Programme -	To update the Executive on the re-procurement of the Healthy Child Programme and to request permission to delegate the award of contract to the Director of Public Health, in conjunction with the Executive Member for Health.	1 August 2017		Open Re-procurement of the Healthy Child Programme	Executive Member for Health Comments by 01/07/2017 to Contact Officer: Celia Shohet, Assistant Director of Public Health Email: celia.shohet@centralbedfordshire.gov.uk Tel: 0300 300 4578
10.	The Future of The Birches Older Persons Home: Outcome of Consultation and Recommendations -	To consider the future of The Birches Older Persons Home in light of the outcome of the public consultation processes.	1 August 2017	Residents of the home, relatives, users of the day centre, town councils, Age UK, other stakeholder groups. Public consultation.	Open The Future of The Birches Older Persons Home: Outcome of Consultation and Recommendations	Executive Member for Social Care and Housing Comments by 01/07/2017 to Contact Officers: Ian Hanton, Development & Commissioning Manager, Tim Hoyle, MANOP Head of Service Email: ian.hanton@centralbedfordshire.gov.uk , tim.hoyle@centralbedfordshire.gov.uk Tel: 0300 300 6635, Tel: 0300 300 6065

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
11.	Improving Care Home Provision for Older People in Central Bedfordshire -	For the Executive to consider the opportunity to improve care home provision and to authorise the commencement of consultation and procurement processes.	1 August 2017	Affected residents and their relatives, key stakeholder groups. This report authorises the commencement of a full public consultation process.	Open Improving Care Home Provision for Older People in Central Bedfordshire	Executive Member for Social Care and Housing Comments by 01/07/17 to Contact Officer: Tim Hoyle, MANOP Head of Service Email: tim.hoyle@centralbedfordshire.gov.uk Tel: 0300 300 6065
12.	Approval of Employer's Agent Services - New Build Programme 2017-2022 -	Approval of Employer's Agent Services - New Build Programme 2017-2022.	1 August 2017		Part exempt Reasons of commercial confidentiality Approval of Employer's Agent Services - New build programme 2017-2022	Executive Member for Social Care and Housing Comments by 01/07/2017 to Contact Officer: Matt Berry, Interim Regeneration & Renewal Manager Email: matthew.berry@centralbedfords hire.gov.uk Tel: 0300 300 4493

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
13.	Central Bedfordshire Empty Homes Strategy -	The report will present the refreshed Empty Homes Strategy for approval.	10 October 2017	To be determined but to include those with an interest in empty homes and housing supply in Central Bedfordshire. To be determined. Wide range consultation anticipated along with stakeholder engagement	Open Central Bedfordshire Empty Homes Strategy	Executive Member for Social Care and Housing Comments by 10/09/2017 to Contact Officer: Nick Costin, Head of Housing Service Email: nick.costin@centralbedfordshire.gov.uk Tel: 0300 300 5219
14.	Flitwick Station Area Regeneration -	Consideration of recommendations for the regeneration of Flitwick Station area.	10 October 2017		Part exempt The report will contain commercially sensitive information. Flitwick Station area regeneration	Executive Member for Regeneration Comments by 10/09/2017 to Contact Officer: Sam Caldbeck, Major Pro Email: samuel.caldbeck@centralbedfordshire.gov.uk Tel: 0300 300 4410

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
15.	Consultation for the Council's Admission Arrangements for Academic Year 2019/20 -	To approve the commencement of the Council's consultation on admission arrangements to ensure the statutory requirement for admissions consultation is met. The Council is the admissions authority for Community and Voluntary Controlled schools.	10 October 2017		Open Consultation for the Council's Admission Arrangements for Academic Year 2019/20	Executive Member for Education and Skills Comments by 10/09/2017 to Contact Officer: Jessica Mortimer Email: jessica.mortimer@centralbedfordshire.gov.uk Tel: 0300 300 4766
16.	Determination of the Council's Admission Arrangements for Academic Year 2019/20 -	To seek approval to determine the Admission Arrangements for 2019/20 for Community and Voluntary Controlled schools for which the Council is responsible.	6 February 2018		Open Determination of the Council's Admission Arrangements for Academic Year 2019/20	Executive Member for Education and Skills Comments by 06/01/2018 to Contact Officer: Jessica Mortimer Email: jessica.mortimer@centralbedfordshire.gov.uk Tel: 0300 300 4766

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
NON KEY DECISIONS						
17.	Budget Strategy and Medium Term Financial Plan (including the Capital Programme and Housing Revenue Account) -	This report starts the formal process that sets a framework for 2018/19 – 2021/22 MTFP with updated planning assumptions. It also considers the impact of changes in Local Government financing and how these may be addressed leading to the setting of a budget for 2018/19 and Council Tax rate in February 2018.	1 August 2017		Open Budget Strategy and Medium Term Financial Plan (including the Capital Programme and Housing Revenue Account)	Deputy Leader and Executive Member for Corporate Resources Comments by 01/07/2017 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
18.	2017/18 Quarter 1 Performance Report -	To receive the 2017/18 quarter 1 performance monitoring report.	1 August 2017		Open	Deputy Leader and Executive Member for Corporate Resources Comments by 01/07/2017 to Contact Officer: Tobin Stephenson, Programme Manager Email: tobin.stephenson@centralbedfordshire.gov.uk Tel: 0300 300 4098
19.	Fees & Charges Policy 2018 - 2021 -	The paper proposes the Fees & Charges Policy covering the three years 2018 to 2021.	10 October 2017		Open Fees & Charges Policy 2018 - 2021	Deputy Leader and Executive Member for Corporate Resources Comments by 10/09/2017 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
20.	Fees and Charges 2018 -	The report proposes the revised Fees and Charges prices for 2018; identifies new services for which it is proposed that Fees or Charges will be levied; and identifies those charges where proposed increases are significantly different from the advisory increase as per the 2017/18 Budget Strategy.	10 October 2017		Open Fees and Charges 2018	Deputy Leader and Executive Member for Corporate Resources Comments by 10/09/2017 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
21.	Quarter 1 2017/18 Revenue Budget Monitoring -	The report sets out the provisional outturn financial position for 2017/18 as at the end of June 2017. It sets out spend against the approved budget and it excludes the Housing Revenue Account which is subject to a separate report.	10 October 2017		Open Q1 2017/18 Revenue Budget Monitoring	Deputy Leader and Executive Member for Corporate Resources Comments by 10/09/2017 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083
22.	Quarter 1 2017/18 Capital Budget Monitoring -	The report sets out the Capital projected outturn for 2017/18 as at the end of June 2017. It excludes the Housing Revenue Account (HRA) which is subject to a separate report.	10 October 2017		Open Q1 2017/18 Capital Budget Monitoring	Deputy Leader and Executive Member for Corporate Resources Comments by 10/09/2017 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
23.	Quarter 1 2017/18 Housing Revenue Account Budget Monitoring -	The report provides information on the 2017/18 Housing Revenue Account (HRA) projected outturn revenue and capital position as at June 2017.	10 October 2017		Open Q1 2017/18 Housing Revenue Account Budget Monitoring	Executive Member for Social Care and Housing, Deputy Leader and Executive Member for Corporate Resources Comments by 10/09/2017 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083
24.	Local Council Tax Support Scheme 2018/19 -	To review the Council's Local Council Tax Support Scheme and address the requirement to recommend to Council the approach to Local Council Tax Support Scheme for 2018/19.	5 December 2017		Open Local Council Tax Support Scheme 2018/19	Deputy Leader and Executive Member for Corporate Resources Comments by 05/11/2017 to Contact Officer: Gary Muskett, Head of Revenues & Benefits Email: gary.muskett@centralbedfordshire.gov.uk Tel: 0300 300 4097

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
25.	Quarter 2 2017/18 Revenue Budget Monitoring -	The report sets out the provisional outturn financial position for 2017/18 as at the end of September 2017. It sets out spend against the approved budget and it excludes the Housing Revenue Account which is subject to a separate report.	5 December 2017		Open Q2 2017/18 Revenue Budget Monitoring	Deputy Leader and Executive Member for Corporate Resources Comments by 05/11/2017 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083
26.	Quarter 2 2017/18 Capital Budget Monitoring -	The report sets out the Capital projected outturn for 2017/18 as at the end of September 2017. It excludes the Housing Revenue Account (HRA) which is subject to a separate report.	5 December 2017		Open Q2 2017/18 Capital Budget Monitoring	Deputy Leader and Executive Member for Corporate Resources Comments by 05/11/2017 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
27.	Quarter 2 2017/18 Housing Revenue Account Budget Monitoring -	The report provides information on the 2017/18 Housing Revenue Account (HRA) projected outturn revenue and capital position as at September 2017.	5 December 2017		Open Q2 2017/18 Housing Revenue Account Budget Monitoring	Executive Member for Social Care and Housing, Deputy Leader and Executive Member for Corporate Resources Comments by 05/11/2017 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083
28.	2017/18 Quarter 2 Performance Report -	To receive the 2017/18 quarter 2 performance monitoring report.	5 December 2017		Open	Deputy Leader and Executive Member for Corporate Resources Comments by 05/11/2017 to Contact Officer: Tobin Stephenson, Programme Manager Email: tobin.stephenson@centralbedfordshire.gov.uk Tel: 0300 300 4098

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
29.	Draft Budget 2018/19 and Medium Term Financial Plan -	The report proposes the draft Budget for 2018/19 and updates the Medium Term Financial Plan (MTFP) approved by Council in February 2017.	9 January 2018		Open Draft Budget 2018/19 and Medium Term Financial Plan	Deputy Leader and Executive Member for Corporate Resources Comments by 09/12/2017 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083
30.	Draft Capital Programme 2018/19 To 2021/22 -	The purpose of this report is to seek Member approval for a draft Capital Programme for the Medium Term Financial Plan (MTFP) period 2018/19 to 2021/22 to facilitate effective financial management and planning.	9 January 2018		Open Draft Capital Programme 2018/19 To 2021/22	Deputy Leader and Executive Member for Corporate Resources Comments by 09/12/2017 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
31.	Draft Budget for the Housing Revenue Account (Landlord Business Plan) 2018/19 -	The report sets out the Draft Housing Revenue Account (HRA) Landlord Business Plan Budget for 2018/19, with proposals that respond to legislative changes; make best use of the investment potential; account for the rent reduction; and align to the debt strategy in the context of long term Business Planning.	9 January 2018		Open Draft Budget for the Housing Revenue Account (Landlord Business Plan) 2018/19	Deputy Leader and Executive Member for Corporate Resources, Executive Member for Social Care and Housing Comments by 09/12/2017 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083
32.	Treasury Management Strategy and Treasury Policy -	The report proposes the Treasury Management Strategy and Treasury Policy for 2018/19.	6 February 2018		Open Treasury Management Strategy and Treasury Policy	Deputy Leader and Executive Member for Corporate Resources Comments by 06/01/2018 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
33.	Traded Services to Schools & Academies – Proposed Charges for 2018/19. -	The report proposes the revised 2018/19 charges for Traded Services to Schools & Academies for non statutory services.	6 February 2018		Open Traded Services to Schools & Academies – Proposed charges for 2018/19.	Executive Member for Education and Skills, Deputy Leader and Executive Member for Corporate Resources Comments by 06/01/2018 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083
34.	Fees and Charges - Social Care Health & Housing – April 2018 -	The report proposes the revised Fees and Charges prices for April 2018; identifies new services for which it is proposed that Fees or Charges will be levied; and identifies those charges where proposed increases are significantly different from the advisory increase as per the 2018/19 Budget Strategy.	6 February 2018		Open Fees and Charges - Social Care Health & Housing – April 2018	Executive Member for Social Care and Housing, Deputy Leader and Executive Member for Corporate Resources Comments by 06/01/2018 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
35.	Final Budget 2018/19 and Medium Term Financial Plan -	The report proposes the Final Budget for 2018/19 and updates the Medium Term Financial Plan (MTFP) approved by Council in February 2017.	6 February 2018		Open Final Budget 2018/19 and Medium Term Financial Plan	Deputy Leader and Executive Member for Corporate Resources Comments by 06/01/2018 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083
36.	Final Capital Programme 2018/19 to 2021/22 -	The purpose of this report is to seek Member approval for a Capital Programme for the Medium Term Financial Plan (MTFP) period 2018/19 to 2021/22 to facilitate effective financial management and planning.	6 February 2018		Open Final Capital Programme 2018/19 TO 2021/22	Deputy Leader and Executive Member for Corporate Resources Comments by 06/01/2018 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
37.	Final Budget for the Housing Revenue Account (Landlord Business Plan) 2018/19 -	The report sets out the Final Housing Revenue Account (HRA) Landlord Business Plan Budget for 2018/19, with proposals that respond to legislative changes; make best use of the investment potential; account for the rent reduction; and align to the debt strategy in the context of long term Business Planning.	6 February 2018		Open Final Budget for the Housing Revenue Account (Landlord Business Plan) 2018/19	Executive Member for Social Care and Housing, Deputy Leader and Executive Member for Corporate Resources Comments by 06/01/2018 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083
38.	2017/18 Quarter 3 Performance Report -	To receive the 2017/18 quarter 3 performance monitoring report.	3 April 2018		Open	Deputy Leader and Executive Member for Corporate Resources Comments by 03/03/2018 to Contact Officer: Tobin Stephenson, Programme Manager Email: tobin.stephenson@centralbedfordshire.gov.uk Tel: 0300 300 4098

Postal address for Contact Officers: Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford SG17 5TQ

**Central Bedfordshire Council
Forward Plan of Decisions on Key Issues**

For the Municipal Year 2017/18 the Forward Plan will be published on the following dates:

Period of Plan	Date of Publication
1 May 2017 – 30 April 2018	4 April 2017
1 June 2017 – 31 May 2018	3 May 2017
1 July 2017 – 30 June 2018	25 May 2017
1 August 2017 – 31 July 2018	30 June 2017
1 September 2017 – 31 August 2018	20 July 2017
1 October 2017 – 30 September 2018	1 September 2017
1 November 2017 – 31 October 2018	28 September 2017
1 December 2017 – 30 November 2018	2 November 2017
1 January 2018 – 31 December 2018	23 November 2017
1 February 2018 – 31 January 2019	21 December 2017
1 March 2018 – 28 February 2019	25 January 2018
1 April 2018 – 31 March 2019	2 March 2018
1 May 2018 – 30 April 2019	22 March 2018

This page is intentionally left blank

Central Bedfordshire Council

EXECUTIVE

Tuesday, 20 June 2017

Review of the 2011 Preliminary Flood Risk Assessment (PFRA)

Report of: Cllr Ian Dalgarno, Executive Member for Community Services,
Email: ian.dalgarno@centralbedfordshire.gov.uk

Responsible Director: Jason Longhurst, Director of Regeneration and Business
Email: Jason.Longhurst@centralbedfordshire.gov.uk

This report relates to a Key Issue

Purpose of this report

1. To ensure Central Bedfordshire Council is satisfied it has met its statutory requirements under regulation 14(3) of the Flood Risk Regulations 2009.
2. To ensure the Council's assessment and review of Flood Risk Areas previously identified in 2011 is appropriate.

RECOMMENDATIONS

The Committee is asked to:

1. **note and approve the main findings of the Preliminary Flood Risk Assessment review so it may be submitted to the Environment Agency by the statutory deadline 22 June 2017.**

Overview and Scrutiny Comments/Recommendations

3. The item was considered at Overview and Scrutiny Committee on 25 May 2017. The report's findings were endorsed and recommended for approval by the Executive.

Executive summary

4. The Flood Risk Regulations 2009 require that Preliminary Flood Risk Assessments (PFRAs) are reviewed and updated every six years. This is a statutory duty imposed on all upper tier and unitary authorities.
5. In summary, the PFRA is a high level screening exercise that involves collecting information on past (historic) and future (potential) floods, assembling this into a report, and using it to identify areas with an increased risk of flooding from local sources. These areas are known as 'Flood Risk Areas'.
6. Local sources of flooding are defined by the Flood and Water Management Act 2010 as surface water, ordinary watercourses and ground water. Under the Act, the management of local sources at a strategic level is the responsibility of the Council as Lead Local Flood Authority for its area.
7. Central Bedfordshire Council (CBC) undertook the first PFRA in 2011 in partnership with the Internal Drainage Board, Milton Keynes Council and Bedford Borough Council. No Flood Risk Areas were identified as part of the 2011 exercise. The Council is now required to complete its first review of the PFRA by 22 June 2017.
8. The review has been undertaken using the standard self-assessment form and addendum template provided by the Environment Agency. It is not necessary for the Council to revise or write a new PFRA report subsequent to completing these. The addendum shall be published online as an update to the 2011 report and is provided in Appendix 1, the self-assessment form may be provided upon request.
9. The criteria set by the Environment Agency to determine Flood Risk Areas has been lowered for the second planning cycle, subsequently one flood risk area has been identified as part of the 2017 review.
10. The criteria for Flood Risk Areas aims to identify some of the largest settlements in the country that may be at risk (see table 1 of the guidance note, January 2017¹), meaning not all areas in Central Bedfordshire that are known to have been affected in the past by flooding will have been identified. The Council as Lead Local Flood Authority is currently investigating a number of local flood incidents and will continue to address these through alternative duties and powers to the PFRA process.

¹ *Review of preliminary flood risk assessments (Flood Risk Regulations 2009): guidance for Lead Local Flood Authorities in England* (Environment Agency. January 2017).

11. The Environment Agency must check all PFRA updates to ensure these meet the European reporting requirements and is responsible for reporting relevant information to the European Commission by 22 December 2017.
12. DEFRA has been explicit that the United Kingdom's proposed exit from the EU will not alter the requirement to review PFRAs by 22 June 2017, as the UK will still be a full member of the EU at that point. The Flood Risk Regulations are also part of English legislation and still stand until and unless they are removed or changed after an EU exit.
13. Please note that the PFRA is a strategic document intended to co-ordinate a national approach to flood risk by prioritising areas for further examination. The information in the PFRA is not suitable to assess risk to individual properties and should not be used for insurance or other valuation purposes.

Overview of the findings of the 2011 PFRA

14. The 2011 PFRA analysed local and nationally available data to:
 - Describe past floods and the potential for harmful consequences of future floods (from surface water, groundwater and ordinary watercourses).
 - Determine if there was significant flood risk within Central Bedfordshire, any area where 30,000 people or more were identified at risk from surface water flooding was to be identified as a Flood Risk Area.
15. No Flood Risk Areas were identified in 2011 within Central Bedfordshire Council, Bedford Borough or Milton Keynes. The report did identify a high risk of flooding from local sources across Central Bedfordshire, particularly from surface water.
16. Based on national surface water modelling, approximately 10,000 properties across Central Bedfordshire were estimated, at the time, to be at risk from flooding to a depth of 0.3m during a rainfall event with a 1 in 200 annual chance of occurring.
17. The outcomes of the 2011 PFRA informed the Council's Local Flood Risk Management Strategy, adopted 2014. The Strategy identifies areas of high, medium and low flood risk at the Parish level and uses this categorisation to make recommendations and target actions to reduce risk.

Main findings of the 2017 PFRA review

18. The criteria to determine a Flood Risk Area has changed since the 2011 exercise, set out in the 2017 guidance note. In summary, the threshold to trigger a Flood Risk Area has been lowered for the 2017 review.
19. Using the revised criteria the Environment Agency has identified and provided a set of 'indicative Flood Risk Areas' for local authorities to agree, propose amendments or challenge based on their local knowledge of flood risk in the area.
20. Two types of indicative Flood Risk Areas have been identified by the Environment Agency, these are:
 - Clusters: the Environment Agency divided the country into 1 km squares and used national surface water mapping to identify any square which exceeded the criteria for significant risk (i.e. 200 or more properties at risk of surface water flooding from a rainfall event with a 1 in 100 chance of occurring in any one year). An indicative Flood Risk Area is then formed wherever, within a 3x3 km square grid, there are at least 5 squares that meet the criteria. Multiple grids that meet this requirement will often overlap, in this case overlapping grids are unified to form a larger cluster. All clusters, large and small are identified as indicative Flood Risk Areas.
 - Communities at Risk: indicative Flood Risk Areas are identified wherever 3,000 or more reportable properties (residential and non-residential) at risk within a built-up area (BUA) or built-up area sub-division (BUASD) as defined by the Office for National Statistics.
21. Guidance states that where there is overlap between the two methodologies, the indicative Flood Risk Area is the total extent of the two areas combined.
22. One indicative Flood Risk Area has been identified in Central Bedfordshire by the Environment Agency, see Figure 1. This is made up of areas identified by the cluster method and the communities at risk methodology.
23. Following an assessment of the indicative Flood Risk Area in light of local knowledge, CBC is proposing a minor amendment to the outline of the Flood Risk Area. This approach is set out in detail below.

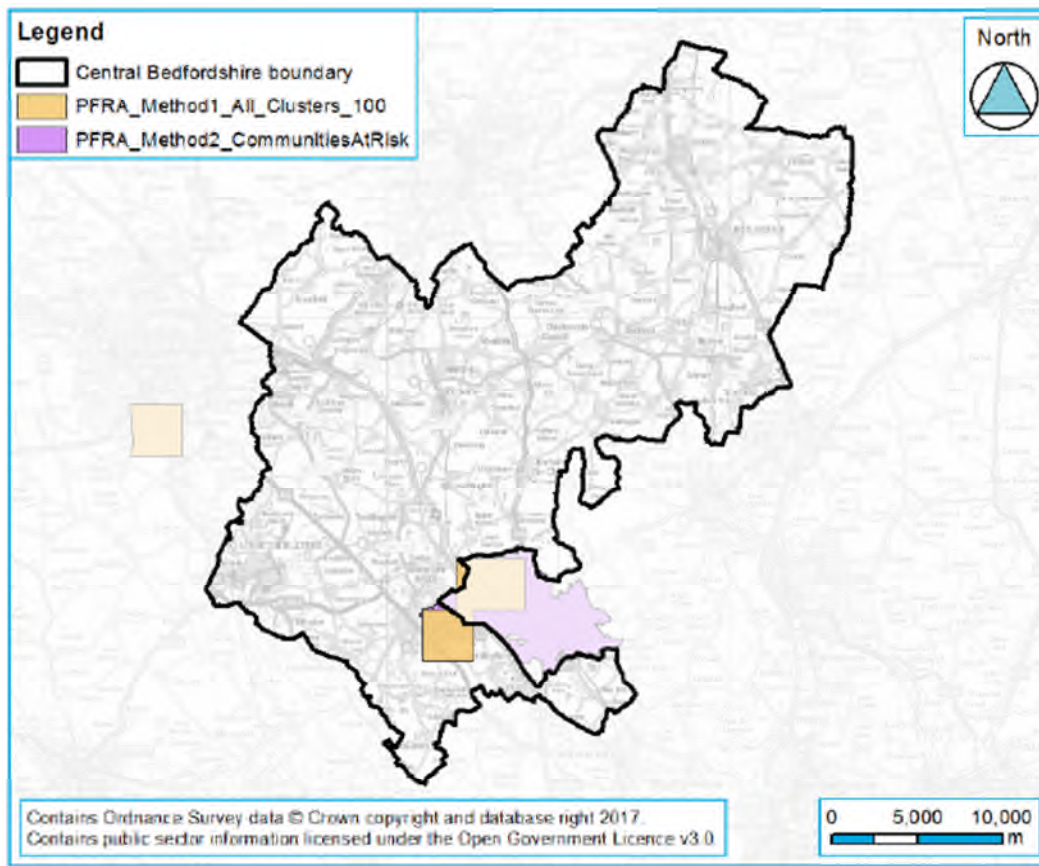


Figure 1 Indicative Flood Risk Area in Central Bedfordshire

Proposed amendments to the indicative Flood Risk Area

24. It is evident that there are areas of the indicative Flood Risk Area that only fall marginally within the Central Bedfordshire boundary (shaded red in Figure 2). The communities at risk methodology does not show these areas to be at risk and instead shows the risk to follow and fall within the Luton Borough Council administrative boundary. It is therefore proposed to remove these areas (shaded in red in Figure 2).
25. The Flood Risk Area then partially covers the parishes listed below.
 - Chalton
 - Houghton Regis
 - Kensworth
 - Dunstable
 - Caddington
26. None of the above parishes were identified through the development of the Council's Local Flood Risk Management Strategy as high risk.

27. However, flooding in Dunstable in June 2016 did trigger a formal investigation by CBC as the Lead Local Flood Authority under the Flood and Water Management Act 2010. This was due to a number of properties and critical infrastructure affected by surface water flooding.
28. It is therefore recommended that the indicative Flood Risk Area is modified to exclude all parish boundaries apart from Dunstable i.e. exclude areas shaded red and orange within Figure 2.

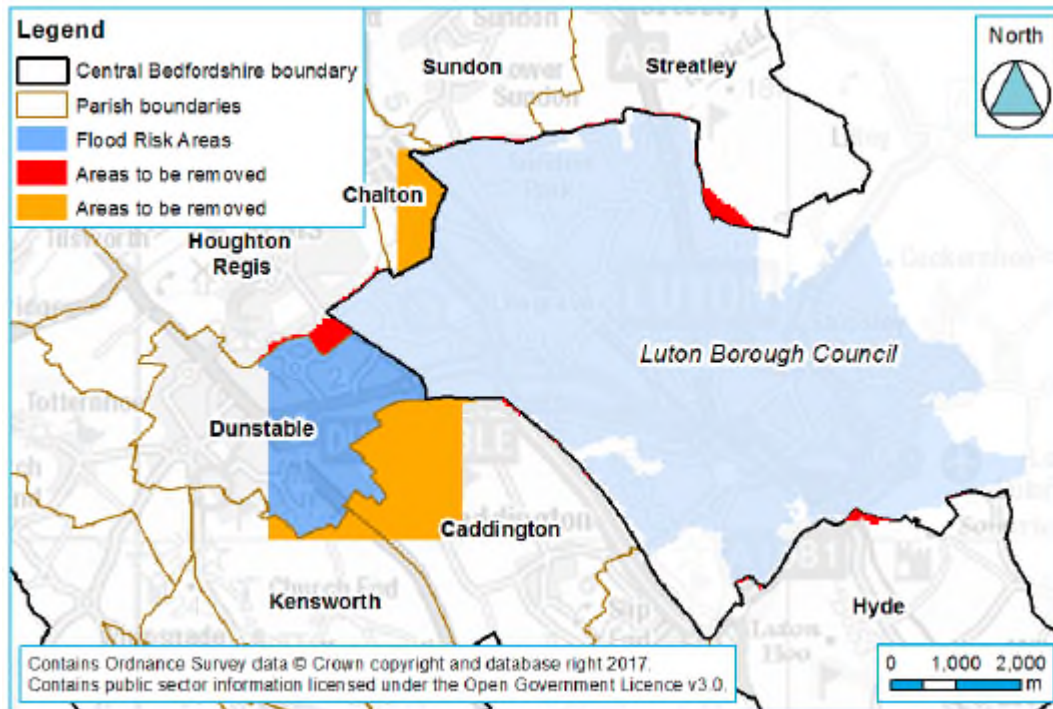


Figure 2 Areas to be removed from the indicative Flood Risk Area

29. The locations where flooding occurred in Dunstable in June 2016, as reported in the Council's published investigation report, are summarised on Figure 3. It is proposed the Flood Risk Area be extended to cover the whole of the Dunstable parish as indicated by the shaded green area in Figure 3, based on the Council's local knowledge of flood risk. This will ensure a more holistic approach to the management of flood risk going forward and best represent flood risk identified at the national and local scales. The PFRA is not to be used to determine flood risk to individual properties and there will not be an impact on residents.
30. The proposed modified Flood Risk Area is shown in Figure 3. CBC has consulted with the Environment Agency and Luton Borough Council on the revised outline and all parties have supported this approach.

31. The Executive is asked to note the proposed amendment and approve this.

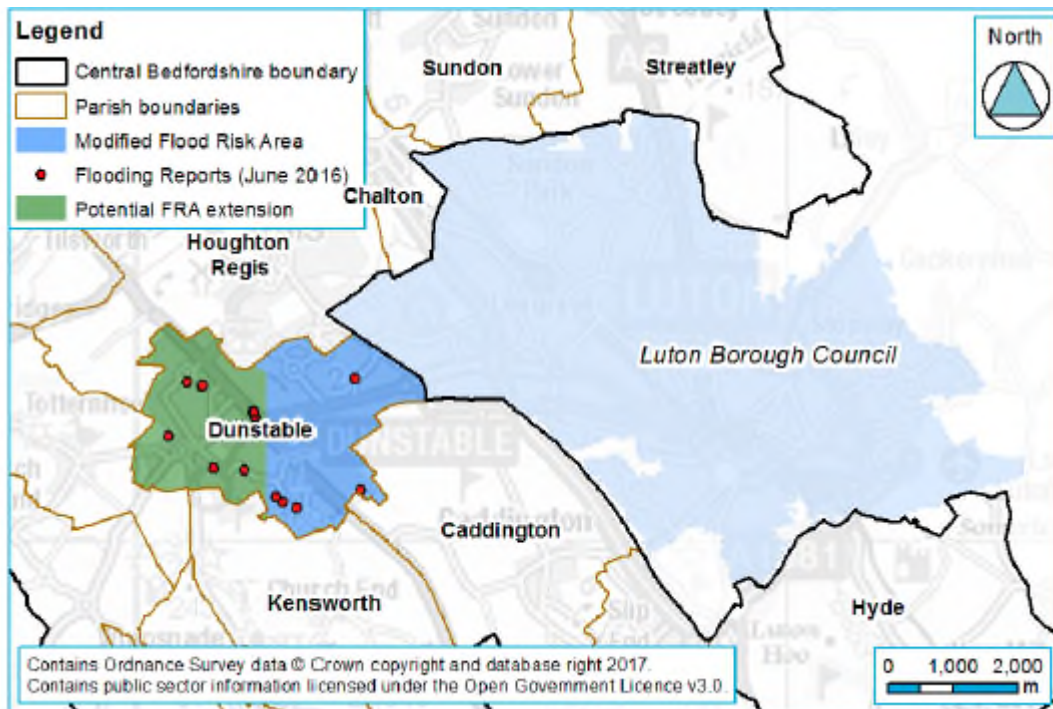


Figure 3 Final modified Flood Risk Area within Central Bedfordshire area

Implications of the 2017 PFRA review going forward

32. For any Flood Risk Area identified in the 2017 review, the Council will have a statutory duty to prepare the following, in partnership with the Environment Agency:
 - 'Flood Hazard and Risk Maps' by December 2019.
 - A 'Flood Risk Management Plan' (FRMP) by December 2021, setting out measures for the Flood Risk Areas for the period 2021-2027.
33. Outside of Flood Risk Areas there is no further requirements upon the Council as a result of the PFRA review.
34. During the first planning cycle, the Environment Agency prepared all maps for all sources of risk and led on preparing a single set of FRMPs at river basin district scale, incorporating local authority measures in many cases. This reduced the burden on local authorities.
35. For the second cycle, the Environment Agency is still considering how to deliver the later mapping and planning phases of the 2017 review. The Environment Agency intends to undertake full consultation with local authorities to agree the approach on how the maps and plans should be prepared for the second cycle without creating an excessive burden on local authorities.

Other considerations

36. The PFRA is not intended to be used to identify individual properties that may be at risk of flooding or provide details of where and when specific flood risk management works will be undertaken.
37. It is agreed between Risk Management Authorities that the findings of the PFRA are at too high a level to be used on an individual household basis to measure flood risk and therefore should not be used for insurance or other valuation purposes. It should be noted that insurers already have access to historic claims, national mapping and commercial products that they may use to identify flood risk information.
38. The determination of Flood Risk Areas is not intended to identify all flood risks to all properties, but rather to identify some of the largest settlements in the country that may be at local flood risk. Whether a property is in a Flood Risk Area or not is indicative more of the size of the settlement rather than the risk to any particular household. It is also important to remember that Flood Risk Areas only cover local sources of flood risk and not risks of flooding from rivers, the sea or reservoirs.
39. Current planning policy aims to prevent new development from increasing flood risk from surface water and, where reasonably practicable to achieve, to provide flood risk reduction/betterment. The findings of the PFRA do not place any additional burdens on the Council to address surface water flooding from new development beyond that already required by the National Planning Policy Framework (NPPF).
40. The Council as Lead Local Flood Authority is a statutory consultee to the Local Planning Authority on the surface water drainage provisions associated with major development². Planning applications for major developments should be accompanied by a site-specific drainage strategy to demonstrate the drainage scheme proposed complies with national and local policy. There is an expectation within the NPPF that sustainable surface water management is used on minor development as well as majors. The Lead Local Flood Authority uses local knowledge of flood risk in Central Bedfordshire to target advice provided on minor development applications.
41. Sufficient measures are therefore in place to manage the risks associated from new development in the proposed Flood Risk Area and it is considered that the results of the PFRA review will not place additional burdens on the Local Planning Authority, statutory consultees or planning applicants.

² Under Article 18 of the *Town and Country Planning (Development Management Procedure) (England) 2015 (the Development Management Procedure Order)*

Council Priorities

42. Flood events can have a significant impact on the health, welfare and economic viability of our communities and the environment in which residents live, work and travel. The review will better position the Council to improve the management of the likelihood and impact of flooding across Central Bedfordshire and in doing so directly contribute towards the Council's priorities, specifically; creating stronger communities and developing a more efficient and responsive Council to the risk and impacts of flooding.

Corporate Implications

43. There are not considered to be any significant legal, financial, or equalities implications.
44. There are not considered to be any additional implications for public health, community safety, sustainability, ICT, or procurement.

Legal Implications

45. The Regulations require the submission of the PFRA review by 22 June 2017. This is a statutory duty imposed upon the Council as Lead Local Flood Authority for its area.

Financial and Risk Implications

46. There should not be any immediate or significant financial implications arising from the PFRA review or identification of Flood Risk Areas within Central Bedfordshire.
47. The Council receives annual grant funding from DEFRA to deliver statutory duties for flood risk management and already has a comprehensive forward plan of actions outlined in its adopted Local Flood Risk Management Strategy to prioritise and guide spending. Any delivery of a strategy, scheme or works to manage flood risk in response to the PFRA review will be considered through the programmed annual review of the Strategy and subsequent investment plan for flood risk management.
48. The PFRA review will provide a robust evidence base to be used by the authority in future bids for external funding to deliver flood risk management solutions, such as the Local Levy raised through the Anglian (Central) Regional Flood and Coastal Committee and the Environment Agency's national Flood Defence Grant in Aid program.

49. Implementation of the Flood Risk Regulations is necessary to comply with the European Floods Directive and the Government would risk considerable infraction penalties in the event of non-compliance. There is a risk to the Council's reputation if it does not complete and submit the PFRA review in accordance with the required timetable. It would also miss a key opportunity to ensure the co-ordinated, prioritised and holistic approach to managing flood risk within Central Bedfordshire.

Equalities Implications

50. There are considered to be no equalities impacts in connection with the review of the PFRA.

Conclusion and next Steps

51. In summary, the 2017 review conducted by Central Bedfordshire Council has used the self-assessment form provided by the Environment Agency to:
- Demonstrate that appropriate flood risk data collection and management systems are in place in the area.
 - Summarise the main changes in understanding of risk for the area compared to 2011, and the primary reasons for those changes.
 - Update the statements of flood risk from the original preliminary assessment report to reflect the current understanding of risk for the area.
 - Update the annexes to the original preliminary assessment report to record any significant flood events since 2011 and to capture new information on potential future floods using the updated national data released by the Environment Agency since 2011. Significant flood events are those that have been formally investigated by CBC under Section 19 of the Flood and Water Management Act 2010.
 - Confirm the Flood Risk Areas for the second planning cycle.
 - Populate an addendum template, which will serve to update the preliminary assessment report and shall be published online (see Appendix 1).
52. The Executive is asked to endorse the review's findings so that it may be submitted to the Environment Agency by 22 June in order to fulfil the Council's statutory duty.
53. The Environment Agency will then assess the updated PFRA to check that the requirements of the Flood Risk Regulations have been met to protect against the risk of infraction proceedings and associated fines. The Environment Agency will then report to the European Commission.

54. If the Environment Agency does not agree with any conclusions or proposed changes to an indicative Flood Risk Area, they will discuss this with the Council concerned with a view to seeking consensus. If, however, there is still disagreement, the issue will be referred to the appropriate Regional Flood and Coastal Committee and, if necessary, to the Minister for a final decision. CBC has therefore taken additional steps to consult with the Environment Agency and Luton Borough Council on its proposed minor amendment to the Flood Risk Area within Central Bedfordshire and has received no objections.
55. The 2017 review is the first milestone in the process of developing the next generation of the Flood Hazard and Risk Maps by December 2019 and Flood Risk Management Plans by 2021, in partnership with the Environment Agency. Central Bedfordshire Council will continue to assist the Environment Agency with the development of these, as required by the Flood Risk Regulations.

Appendices

56. The following Appendix is attached/provided through an electronic link:
 - Appendix 1 – ADDENDUM: Update to the preliminary flood risk assessment report for Central Bedfordshire Council

Background Papers

Please also see:

- The 2011 PFRA Report for Central Bedfordshire (CBC, 2011):
 - [Preliminary Flood Risk Assessment 2011 document](#)
 - [Figure 5.3 - Flood Map for Surface Water in Central Bedfordshire - 1 in 200 Annual Chance](#)
 - [Figure 5.4 - Area Susceptible to Ground Water Flooding in Central Bedfordshire](#)
- [The Flood Risk Regulations](#) (2009)
- [The Flood and Water Management Act \(2010\)](#)
- [The Local Flood Risk Management Strategy](#) (CBC, 2014)
- [Review of preliminary flood risk assessments \(Flood Risk Regulations 2009\): guidance for lead local flood authorities in England](#) (Environment Agency, January 2017)

Lead Officer - Peter Keates, Head of Development & Regulation.
Email: Peter.Keates@centralbedfordshire.gov.uk

This page is intentionally left blank

ADDENDUM – Update to the preliminary flood risk assessment report for Central Bedfordshire Council

The preliminary flood risk assessment (PFRA) and flood risk areas (FRAs) for Central Bedfordshire Council were reviewed during 2017, using all relevant current flood risk data and information, and agreed with the Environment Agency on 22 December 2017.

Changes to the assessment of risk since the preliminary assessment report was published in 2011 are described in the statements in this addendum

The annexes to the preliminary assessment report have been reviewed and updated to show relevant new information since 2011

1. Past flood risk

When reporting past floods as part of the PFRA, information is only required on floods that have occurred since December 2011 and which had significant harmful consequences. In summary only flood events that required a subsequent investigation under Section 19 of the FWMA need to be identified. Since 2011, the Council has undertaken and published two such investigations, these concerned:

- a. Flooding in Stotfold in June 2015, and
- b. Flooding in Aspley Guise, Cranfield, Dunstable and Stotfold in June 2016.

The Council's criteria for defining a 'significant' flood event is defined in the Local Flood Risk Management Strategy. It should be noted that, in line with its adopted criteria, CBC may consider undertaking a Section 19 investigation where a flood event results in internal flooding to five or more properties. This threshold is significantly lower than the criteria used by the PFRA to identify 'Flood Risk Areas' (FRAs), and therefore not all Section 19 investigations will result in an area that would be identified at significant risk of flooding under the PFRA.

In the second cycle of PFRAs, Dunstable is the only area investigated by the LLFA under Section 19 of the Flood and WATER Management Act 2010 to be identified within an FRA. Dunstable is one of Central Bedfordshire's most urbanised areas. The consequences of the flooding investigated under Section 19 by the LLFA supports the findings of the second cycle PFRA review.

2. Future flood risk

The understanding of flood risk across Central Bedfordshire, from all sources of flood risk, is considered in detail in the Council's Local Flood Risk Management Strategy. Although no areas are identified that would be considered significant in the context of the PFRA, the Strategy has informed the Council's understanding of flood risk and categorisation of this across Central Bedfordshire for the purpose of enhanced flood risk management. Please refer to the local Flood Risk Management Strategy for more detail.

3. Flood risk areas (FRAs)

The following FRAs have been identified for the purposes of the Flood Risk Regulations (2009) 2nd planning cycle: DUNSTABLE.

This page is intentionally left blank

Central Bedfordshire Council

EXECUTIVE

Tuesday, 20 June 2017

Planning Enforcement (Recommendations of Overview and Scrutiny Enquiry)

Report of: Cllr David McVicar, Chairman of the Sustainable Communities Overview and Scrutiny Committee

Email david.mcvicar@centralbedfordshire.gov.uk

Lead Officer: Jonathon Partridge, Head of Governance Services

Jonathon.partridge@centralbedfordshire.gov.uk

This report relates to a decision that is non-key

Purpose of this report

1. To provide Members with the outcomes of the scrutiny enquiry into planning enforcement as reported to the Sustainable Communities Overview and Scrutiny Committee.

RECOMMENDATIONS

The Executive is asked to:

1. **consider the report and recommendations of the enquiry at Appendix 1; and**
2. **respond to the report within two months indicating what action if any, it proposed to take and if it decides to take no action the reasons for that decision.**

Overview and scrutiny comments/recommendations

2. This report and its recommendations were previously supported by the Sustainable Communities Overview and Scrutiny Committee.

Background

3. At its meeting on 20 August 2015 the Sustainable Communities Overview and Scrutiny Committee requested a review of Planning Enforcement in light of concerns raised by Members.

4. An enquiry was formed of Cllr K Matthews, Cllr B Saunders, Cllr A Graham and Cllr R Johnstone who undertook to review the subject and report back to the SCOSC with their findings.
5. The review focused on a number of areas and agreed recommendations relating to the following:-
 - (i) Resources and demand management
 - (ii) Communication, timescales and prioritisation
 - (iii) Enforcing planning conditions.

Council Priorities

6. The recommendations of the enquiry will support several of the Council's priorities but in particular support enhancing Central Bedfordshire, creating stronger communities and a more efficient and responsive Council.

Corporate Implications

Legal Implications

7. As detailed in the body of the report where the recommendations merely seek to clarify and better explain the current processes within the Council's Policy they do not give rise to legal implications. It should however be noted that substantial changes to the Policy would be an Executive function in any event.
8. There are recommendations relating to staff duties and the out of hours service, which may result in changes to terms and conditions of employment. This will require the relevant employment law and legislation to be followed to ensure any such changes are carried out lawfully.

Financial and Risk Implications

9. As detailed in the report the recommendations of the enquiry propose the increase of the team leader role to 1 FTE.
10. The recommendations also propose the reinstatement of the out of hours service, which may require a change in staff terms and conditions and could lead to further financial implications.

Equalities Implications

11. The Council has a duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics.

12. The recommendations included in this enquiry relate to several aspects of communication with residents and the application of existing committee procedures. If implemented it is envisaged that the recommendations would enhance communication with all residents in Central Bedfordshire.

Conclusion and next Steps

13. The Constitution requires that once received by the parent committee overview and scrutiny enquiry reports are presented to the Executive.
14. The Executive is required to respond to the report within two months indicating what action if any, it proposes to take and if it decides to take no action the reasons for that decision.
15. Once received by the Executive the response to the recommendations ought to be received by the Executive on 01 August 2017.

Appendices

Appendix A: Detailed report of enquiry

Due to their size the appendices to the enquiry report have not been reprinted but can be reviewed via the following link:-

<http://centralbeds.moderngov.co.uk/documents/b7746/Supplement%201%20Planning%20Enforcement%20Review%20Thursday%2014-Jan-2016%2010.00%20SUSTAINABLE%20COMMUNITIES%20OVERV.pdf?T=9>

Background Papers

None

This page is intentionally left blank

Appendix A

Central Bedfordshire Council

Sustainable Communities Overview and Scrutiny Committee

14 January 2016

TITLE OF REPORT: Outcomes of the scrutiny enquiry of planning enforcement

Report of: Cllr Ken Matthews, Chairman of the Enquiry

Advising Officers: Jason Longhurst, Director of Regeneration and Business (Jason.longhurst@centralbedfordshire.gov.uk), Peter Keates, Head of Development and Regulation (peter.keates@centralbedfordshire.gov.uk) and Rebecca Preen, Scrutiny Policy Adviser (rebecca.preen@centralbedfordshire.gov.uk)

Purpose of this report

1. To summarise the findings of the planning enforcement enquiry and to provide recommendations for the improvement of the Planning Enforcement Service.

RECOMMENDATIONS

The Committee is asked to:

1. Approve the recommendations resulting from the enquiry (paras 30 to 43) subject to any additional input as may be necessary.
2. Request a performance monitoring report be submitted to the Committee 6 months after implementation of the recommendations.

Background

2. At their meeting on 20 August 2015 the Sustainable Communities Overview and Scrutiny Committee (SCOSC) requested a review of the Planning Enforcement Service in light of concerns raised by Members.
3. An enquiry was formed of Cllr K Matthews, Cllr B Saunders, Cllr A Graham and Cllr R Johnstone who undertook to review the subject and report back to the SCOSC with their findings.

National Context

4. Central Government guidelines provide a framework to assist Local Authorities in shaping their policies with regards to Planning Enforcement.

5. In considering any enforcement action, the local planning authority should have regard to the National Planning Policy Framework, in particular paragraph 207:

“Effective enforcement is important as a means of maintaining public confidence in the planning system. Enforcement action is discretionary and local planning authorities should act proportionately in responding to suspected breaches of planning control. Local planning authorities should consider publishing a local enforcement plan to manage enforcement proactively in a way that is appropriate to their area. This should set out how they will monitor the implementation of planning permissions, investigate alleged cases of unauthorised development and take action where it is appropriate to do so.

6. The primary function of Planning Enforcement is to investigate alleged breaches of planning control which includes:-

- Carrying out development without the required planning permission;
- Failure to comply with conditions or limitations subject to which planning permission has been granted;
- Unauthorised advertisements; and
- Unauthorised Gypsy and Traveller incursions.

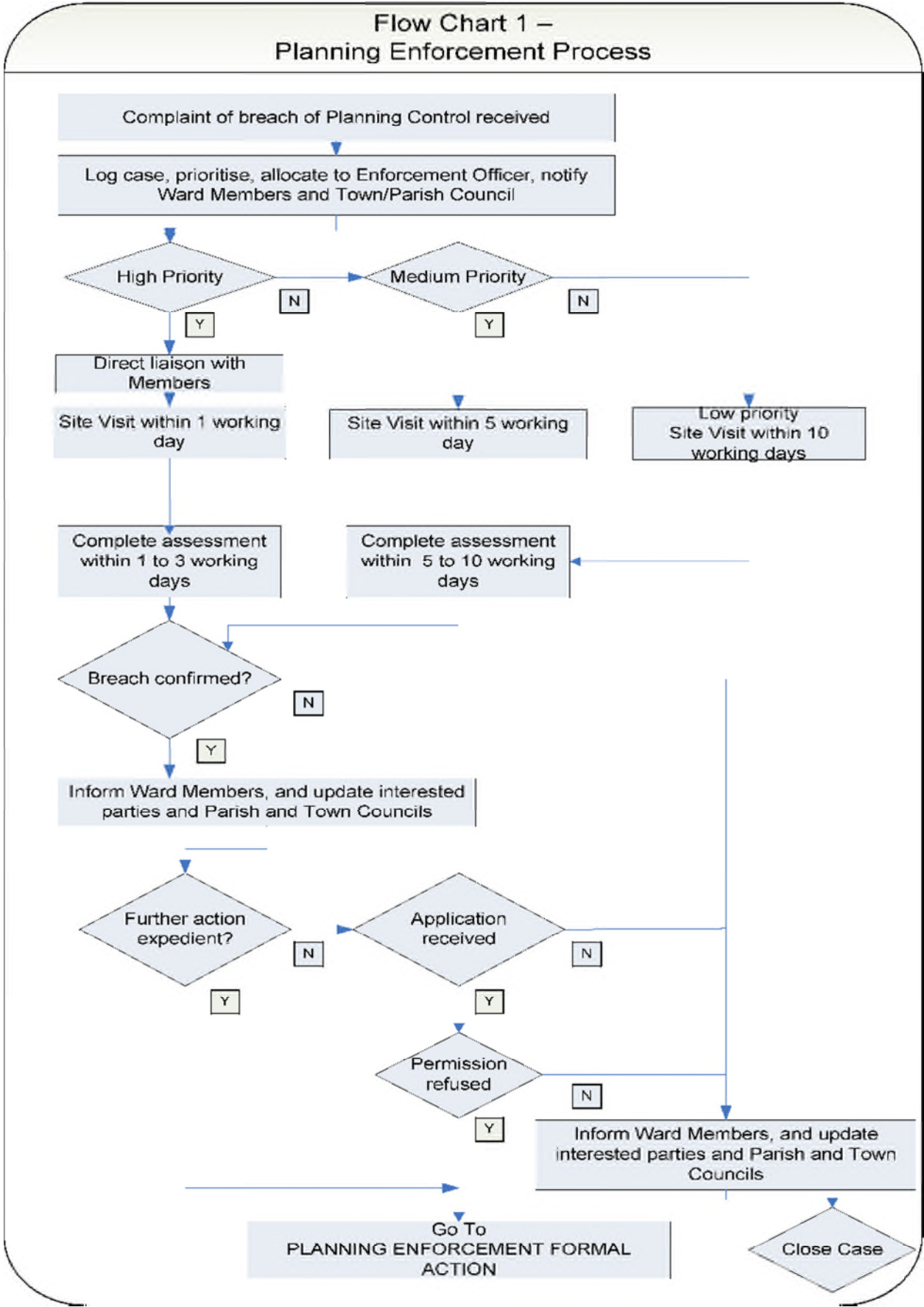
7. The local planning authority cannot take enforcement action where development has planning permission, is built to plan in accordance with conditions, within permitted development rights or when it is not expedient to do so (for example whether the breach would cause harm, be detrimental to the area, or the existing use of land and buildings merit protection in the public interest).

8. In assessing the need for enforcement action and after investigation of any breach, where it is considered likely that planning permission would be granted for the development, it is appropriate to invite a retrospective planning application.

Current Practice in Central Bedfordshire

9. In setting the context for the enquiry Members examined the Council's current Enforcement Plan and agreed that it was readily available to Members and the public via the Council's website and had been written in accordance with guidelines published by Central Government.

10. The Plan included a procedural flow chart (below), which Members felt was very useful and needed greater prominence, with a clearer explanation as to what constituted a low, medium or high priority. Members agreed it would also be useful for these priorities to be communicated to complainants, with a detailed explanation as to the rationale behind the decision.



11. Members inspected the Enforcement Plans of other Local Authorities and found many similarities with that of Central Bedfordshire. Members also identified some cases of good practice, which could be adopted by the Council when reviewing the existing Plan. These aspects of good practice are detailed within the recommendations of this report.

Member Evidence

12. To support the enquiry all Council Members were invited to submit any cases or concerns in relation to planning enforcement which they felt merited further investigation. Members were asked to focus their evidence around the themes of the current Plan. A total of 8 responses were received via an online questionnaire, email and in person, detailing experiences from across Central Bedfordshire. In summary these related to the following:-

- Slowness of response to a Gypsy and Traveller (G&T) matter where the flood plain was being eroded for building purposes by depositing high volumes of hardcore.
- Several incidences where responses had not been provided to emails sent to the service, where communication had been poor and updates on progress had not been provided.
- Failure to complete agreed conditions.
- Failure to act upon information provided with regards to potential illegal activity, provide clarity on land ownership or provide an update on progress.
- Apparent reluctance to act if there was the possibility of a successful appeal.
- Concerns regarding the transparency of the activity carried out by the service.
- The need for a greater degree of process that is followed consistently.
- Inconsistency as to whether Members were aware that the out of hours service had been withdrawn.

13. In light of the enquiry and the individual cases raised by Members, further investigation was undertaken and Ward Members updated accordingly.

14. In addition to the evidence received by Members the enquiry reviewed the manner in which the current process was applied to consider whether it was fit for purpose and met the needs of complainants. The enquiry concluded that the Plan was sound in principle but that procedures detailed within the Plan were not always followed and there were improvements that could be made, which are set out in detail in the sections that follow.

Resources and demand management

15. During 2014/15 there were 557 cases dealt with by the Planning Enforcement team, which is currently run as a reactive service. There is presently a very minimal amount of compliance activity undertaken.
16. Complaints and cases are received by the service in person, by letter, email or telephone and are acknowledged within 3 working days in accordance with policy, although the time taken to provide a response is dependent upon the priority allocated to the individual case.
17. The Council previously had an automated response to Planning Enforcement enquiries detailing the timescales and procedures applied by the service. This automated response was removed in December 2014 and this may have led to a negative impact upon response times and detrimentally affected customer perception of activity. Members agreed that further consideration should be given to reinstating this automated response, taking into consideration imminent changes to IT systems within the department and across the Council.
18. In April 2014 as an efficiency saving, the Council also removed the out of hours service provided by public protection which included limited cover for planning enforcement. There had been no out of hours planning enforcement cases logged within the previous 12 months.
19. Members reviewed the nature of customer contact with the service, during which it became apparent that the service was often contacted in relation to cases that did not involve breaches of planning enforcement. This diverts valuable resource and time, which could otherwise be used to support genuine planning enforcement cases. The most common non related cases are general planning enquiries, the control of vehicles on the highway, fly tipping and mud on the road. Members agreed a mechanism was required to efficiently filter queries that did not relate to planning enforcement. This could include education and preventative measures and the potential review of the triage system to filter out and respond to non-planning enforcement related enquiries.
20. The Council's Enforcement Team currently consists of a total investigative resource of 5.07 FTE. Members were keen to understand if this was comparable to that of neighbouring and other similar sized unitary authorities. A benchmarking exercise was undertaken (see appendix B) to provide a comparison to other authorities and whilst it cannot be ensured that all local authorities have provided data in the same fashion it does provide a useful comparison. Appendix B demonstrates that CBC is similar to some authorities when comparing caseload to FTE equivalent although in some cases it differed dramatically. Members agreed the Council should seek to understand the differences with other local authorities further in order to shape the service going forward.

21. In light of the existing resource and the benchmarking exercise Members concluded they had concerns relating to the deployment of staff and the team structure. In the absence of a full time team leader it was agreed that additional cover should be provided in order to ensure continuity of service. Due to HR constraints and difficulties relating to funding additional resources it was agreed this should be investigated within the existing team structure.
22. The enquiry also agreed that due to a lack of compliance measures the service was too reactive and could be more preventative. Members agreed the service should investigate how compliance could be enhanced within the existing team structure.

Communication, timescales and prioritisation

23. Members agreed there were inconsistencies with the implementation of the current Enforcement Plan, particularly around communication and adherence to response times. Members agreed that information was not communicated as effectively as it could be and it was clear that on occasion complainants had to chase the information they required. There was also a perception that response times as detailed within the Plan were not adhered to although it was felt that this could be due to poor communication.
24. It was important to ensure that information was shared in a clear and transparent manner and for Town and Parish Councils to be aware of the process in order to raise a wider public awareness of procedures. In order to improve this, Members agreed the service should investigate the possibility of engaging the Partnership team to support the dissemination of information.
25. Members also agreed that a detailed explanation of the priority attributed to a case and why it had been deemed such should be included within any response to complainants so as to support transparency of the process.
26. To further promote awareness of the remit of planning enforcement, encourage self-service and to filter and redirect enquiries Members agreed that further information should be made available via the Council's digital channels.
27. In light of the enquiry the service acknowledged that communication could be improved and agreed to seek to address this issue quickly.

Enforcing planning conditions

28. In response to comments during the enquiry that the service was reluctant to carry out enforcement action, Members reviewed some specific examples of planning conditions to determine the extent to which they could be enforced. Members reviewed the following examples:-

- 'The outbuilding hereby approved shall be finished in dark green colour or any other dark colour to be agreed in writing by the Local Planning Authority.'

This is unenforceable as there is no time frame over the provision of the appropriate colour, and wording too vague - 'dark colour'.

- 'Condition 1: - Within 3 months of the date of this permission a scheme for the parking of vehicles on the site shall be submitted to and approved in writing by the Local Planning Authority. The scheme shall define areas for customer and staff car parking and those for the storage of end of life vehicles. The scheme shall be fully implemented within 1 month of approval and thereafter retained for that purpose. Reason: To ensure sufficient provision of car parking clear of the highway.'
- Condition 3: - No vehicles which have been left with or are in the control of the applicant shall be stored or parked in King Street or Walkley Road. Reason: To prevent the obstruction of the highway.'

A Breach of Condition Notice was served in respect of Condition 1, a scheme has now been approved and implemented, however it does not completely prevent parking on the highway, and Condition 3 is unenforceable because 24/7 monitoring would be required and there would be no way of knowing which vehicles were in the control of the applicant.

- 'Prior to commencement of the development hereby approved detailed plans and proposals shall be submitted to and approved in writing by the local planning authority of the measures to be taken on site to ensure that West End Road is only used by those who already have access to the existing properties in West End Road and West End Lane and the occupiers and visitors to the three dwellings approved on Plots 38 - 40 and by no one else in association with the development hereby approved. Reason: In the interest of highway safety.'

Several complaints from local residents and the Ward Member have been sent to planning enforcement. We have received and approved details for Condition 4 but cannot formally enforce as there is no requirement for the approved scheme to be implemented and no time scale for this to be done.

29. In light of the examples cited, Members agreed that close liaison and effective communication between planning officers and enforcement colleagues was vital to ensure that conditions were sound and appropriately applied so that enforcement action could be undertaken if necessary.

Recommendations of the enquiry:-

30. That the Planning Enforcement Team's communication strategy be updated and enforced and that the automated email response detailing timescales and processes be reinstated during the current review of IT systems.
31. That complainants and Ward Members receive notification of any breach of planning conditions in their area and that the level of priority of each case be set out with a clear rationale for the level of priority. Notification should also be provided when cases are not considered to be a breach of planning conditions with a detailed explanation as to how this conclusion was determined.
32. That the Planning Enforcement Team implement reasonable timescales for retrospective planning applications, taking into consideration the complexities of each case and adhere to timescales appropriately.
33. That the quality of information sharing be enhanced through collaboration with the Partnership Team to coordinate the dissemination of information, as far as it is allowed for by law or other means, to Town and Parish Councils, increasing public awareness of planning enforcement processes.
34. That communication be improved between Enforcement Officers and Planning colleagues in order to gauge whether conditions are enforceable. In order to achieve this it is recommended that it be included in the wider communication strategy within the department.
35. That to support the efficient use of part-time staff, planning enforcement cases be shared across the team. In the absence of a dedicated officer, cases to be allocated to colleagues via a triage system, orchestrated by a suitably trained member of staff with regard being given to the urgency of the case.
36. That in the absence of a full time team leader, responsibilities be shared, where appropriate, across the team and measures introduced to ensure staff cover.
37. A review of out of hours cover for planning enforcement service to be undertaken to establish if a service similar to that operated by Building Control can be introduced or other cover arrangements can be put in place within existing budgets.

38. That the department proactively seek preventative measures through the analysis of existing complaints. The service should ascertain whether enhancing the monitoring of compliance would reduce the number of enforcement actions undertaken.
39. That the current Enforcement Plan be updated to include a clearer explanation of processes and a separate flowchart including detailed timescales.
40. That the contact list within the Enforcement Plan be updated with details of the most appropriate methods of communication and the best practice included in the examples provided by St Albans (succinct and user friendly) and Bristol (specifically Appendices 2-4).
41. That the Plan be updated to include Gypsy and Traveller legislation.
42. That a Member Protocol be developed alongside the updated Enforcement Plan and communicated to all Ward Members.
43. That processes within the current and future plan be adhered to, particularly with regards to high priority cases.

Reason/s for decision

44. The evidence considered by this enquiry highlighted the need to review the existing service in light of the number of concerns raised. Due to the number of cases dealt with each year and the constant flow of communication received by the Council from the public and Members it is important that the Council provides a robust service. The recommendations detailed in this report will support the delivery of a robust service.

Council Priorities

45. The improvement of the Planning Enforcement Service directly addresses the Council's priority of Enhancing Central Bedfordshire and ensuring a more efficient and responsive Council.

Corporate Implications

Legal Implications

46. Where the recommendations merely seek to clarify and better explain the current processes within the Council's Policy they do not give rise to legal implications. It should however be noted that substantial changes to the Policy would be an Executive function in any event.
47. The recommendations relating to staff duties and the out of hours service may result in changes to terms and conditions of employment. This will require the relevant employment law and legislation to be followed to ensure any such changes are carried out lawfully.

Financial Implications

48. The recommendations of the enquiry propose the increase of the team leader role to 1 FTE, for which there are currently no funds allocated.
49. The recommendations also propose the reinstatement of the out of hours service, which may require a change in staff terms and conditions and could lead to further financial implications.

Equalities Implications

50. The Council has a duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics. The recommendations included in this enquiry relate to several aspects of communication with residents and the application of existing committee procedures. If implemented it is envisaged that the recommendations would enhance communication with all residents in Central Bedfordshire.

Conclusion and next Steps

51. The Committee are asked to review the recommendations detailed in the report (paras 30 to 43) and agree that they be presented to the Executive and implemented.
52. In light of the enquiry the Planning Enforcement team have already begun to address many of the issues raised and it is anticipated that further improvements will be made as a result of the recommendations detailed in the report.
53. Once the recommendations have been approved the service has agreed to present a 6-month performance monitoring report, at which point progress can be measured and further recommendations made as appropriate.

Appendices

Appendix A – Task Force scoping document

Appendix B – Other Local Authority Benchmarking data (anonymised)

Appendix C – Other Local Authority Enforcement Plans

Background Papers

54. The following background papers, not previously available to the public, were taken into account and are available on the Council's website:

National Planning Policy Framework – Central Government paper

Town and Country Planning Act 1990 – Central Government paper

Planning Enforcement Government Guidelines

CBC Enforcement Plan

New Government Gypsy and Traveller documents – Dealing with Illegal and Unauthorised Encampments and Planning and Travellers' Policy

This page is intentionally left blank

Central Bedfordshire Council

Executive

Tuesday 20 June 2017

The Integration of Health and Social Care in Central Bedfordshire (Recommendations of Overview and Scrutiny Enquiry)

Report of: Cllr Peter Hollick, Chairman of the Enquiry
peter.hollick@centralbedfordshire.gov.uk

Advising Officer: Paula Everitt, Scrutiny Policy Adviser
paula.everitt@centralbedfordshire.gov.uk

Purpose of this report

1. To provide Members with the outcomes of the scrutiny enquiry into the integration of health and social care in Central Bedfordshire as reported to the Social Care, Health and Housing Overview and Scrutiny Committee.

RECOMMENDATIONS

That the Executive is asked to:

1. **consider the report and recommendations of the enquiry attached at Appendices A and B; and**
2. **respond to the report within two months indicating what action, if any, it proposes to take and if it decides to take no action, the reasons for that decision.**

Overview and Scrutiny Comments/Recommendations

2. This report and its recommendations were ratified by the Social Care, Health and Housing OSC on 15 May 2017 at which the Committee also supported the principles and recommendations in the report and wished to re-emphasise the following areas:-
 - The importance of the role of community and voluntary sector, such as the Village Care and good neighbour schemes, and faith groups to support integration along side multi disciplinary teams in localities be highlighted and supported.

- That officers investigate public sector funding opportunities for Hub facilities in the Ivel Valley, West Mid Bedfordshire, Chiltern Vale, Leighton Buzzard.
- The Committee supported the view that Spokes be considered for market towns and villages such as Silsoe, Sandy, Potton and amongst others to be aligned to the Hubs and that an approach for what the Spokes might look like for those areas be mapped out by officers and NHS Partners.
- That the Bromley-by-Bow community centre be recommended to the Executive as a good practice model for Integrated Health and Care Hub working.

Background

3. In September 2016 the Social Care Health and Housing Overview and Scrutiny Committee (SCHHOSC) agreed to undertake an enquiry to support the Council to deliver one element of the Five Year Plan relating to Protecting the Vulnerable; Improving Wellbeing.
4. The enquiry involved Cllrs Hollick (Chairman), Mrs Goodchild (Vice-chairman), Downing, Duckett, Firth, Ghent and Saunders who met with officers from a range of services, advisers and partners.
5. The enquiry sought to understand the national strategic drivers, barriers and risks and receive evidence, advice and information from sector experts to agree an emerging approach to redesign how residents access health and care services.
6. The detailed report attached contains details of the findings of the enquiry and recommendations that are proposed to be provided to the Executive for consideration.

Council Priorities

7. The recommendations of the enquiry are aimed to support the Council's approach to protecting the vulnerable and improving wellbeing.

Corporate Implications

Legal Implications

8. There are no legal implications arising directly from this report although should proposals be prepared in light of the recommendations contained in this report proposing the integration of services a full review will be necessary.

Financial and Risk Implications

9. There are potential significant cost implications for delivery of integrated health and care Hubs but anticipate that some of these could be mitigated through partnership engagement on the developments. Currently officers have secured One Public Estate Funding and additional funding from the NHS to pay for the development of Business cases. Individual costs of the Hubs will be derived from the Business cases.

Equalities Implications

10. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. This includes identifying opportunities to encourage people with protected characteristics to participate in public life or in other activities where their participation is low.
11. Research indicates that vulnerable groups struggle to understand and navigate the complexity of health and social care services. Closer working across agencies and improved locality working provides potential opportunities to improve access to services. There will also be a need for services to be proactive in identifying and targeting sections of the community experiencing poorer health outcomes who may not be accessing preventative and early intervention services.

Conclusion and next Steps

12. The Executive are asked to consider these recommendations and determine what action, if any, is necessary.
13. If the recommendations are agreed it is suggested that an update is provided to the Social Care, Health and Housing OSC within 6 months of their consideration.

Appendices

Appendix A Detailed report of the enquiry

Appendix B Note of the enquiry visit to the Bromley by Bow Centre on 11 May 2017

Background Papers

None

This page is intentionally left blank

Appendix A

Outcomes of the scrutiny enquiry on integration of health and social care (May 2017)

Grasp the nettle – but the dock leaf no longer eases the reaction

A large decorative graphic at the bottom of the page, consisting of several overlapping, semi-transparent green curved shapes that create a sense of depth and movement.

Chairman's Introduction

This enquiry has been undertaken in response to the considerable concern about the ability of health and care services to meet the future needs of our population. Central Bedfordshire is an area of growth and has an ageing population. Funding for health and care services is not keeping pace with demand. The Government states that health services funding has increased year on year, however, local funding challenges remain for our area. The Council's social care budget is also under great funding pressures. Although there is some additional funding for social care this year, it is unlikely to close the gap in the funding shortfall.

How money is used and how health and social care services are organised in the future is key to the provision of a viable service which must meet the needs of an increasing population, an ageing population and one where there are increasing complex health needs.

It has become clear that the public do not always use the health service in the most appropriate way with one clear example being the use of A&E when a visit to the GP Surgery would be more appropriate for e.g. a minor injury. The role of the local pharmacist needs also to be a part of an improved education programme about the use of the health service by the public.

There needs to be a determined effort to ensure people do not find themselves admitted to hospital when such could have been avoided. A programme of self health care, emphasising prevention, is axiomatic.

When a patient has rightly been admitted to hospital and is ready for discharge this has to be done more efficiently. There must be a seamless transition between what we currently see as the responsibility of the health service and that of the social services when the involvement of the latter is necessary to support the patient back in their own home or in a nursing or care home or at a 'step-up step-down' facility.

The way the services are funded is not always seen to be conducive to integrating health and social services. Discharge from hospital with the effective co-operation of social care saves the health service money. When people can be 'treated' elsewhere, than in hospital that also saves the health service money. It is said to be three times more expensive to treat a person in hospital than in the community or at Home. I have asked the question whether social care has come to be seen as the saviour of the health service. On discharge from hospital to convalescence where does the health responsibility end and social care begin or should there be no demarcation?

These boundaries mean nothing to people receiving health and care services; they expect the services to work together. As such should monies be seen as a pooled resource across health and social care? Investment to build capacity in social care to enable more people to be supported in the community should be a key consideration. The idea of a 'personal care

service' covering both health and social care from a single budget is no longer a distant one.

So, how might the future look?

The Enquiry has been informed through many interviews and papers including the NHS New Care Models: Vanguard – developing a blueprint for the future of NHS and care services. Many words of support have been given for a programme of integration to meet the needs of our local Central Bedfordshire population. One hopes that this is not simply 'lip service' to a transformation programme and that positive steps will be taken by all concerned to achieve a new model of care.

The integration of health and social care must be the way forward. A coordinated service at the primary stage is essential to help avoid where possible access to the secondary stage of care. The development of a 'hub and spoke' approach bringing together local GPs acting alongside community and social care professionals and the voluntary sector with appropriate services devolved from the local hospital would see an integrated approach at the primary stage. The spokes would bring aspects of integrated care into the rural areas.

The impetus to move forward has been embodied in the Care Act 2014 which inter alia lays a general duty on local authorities to promote an individual's well being. This includes an individual's physical and mental health and emotional well being. The Better Care Fund which seeks to join up health and care services so that people can manage their own health and well being and live independently for as long as possible and finally the Sustainability and Transformation Plan which will help to ensure health and social care services are built around the needs of the local population embed this further.

We have set out a number of recommendations in this report on which Members expect action to be taken. I hope that this work we have undertaken as an enquiry team would not have been a 'talking shop' with no practical impact. I have set out further conclusions at the end of this report.

I do thank my fellow Councillors who have given up much time to be a part of this Enquiry together with the Portfolio Holder, Officers, and the many interviewees who gave evidence.

Cllr Peter Hollick
Enquiry Chairman

Table of contents

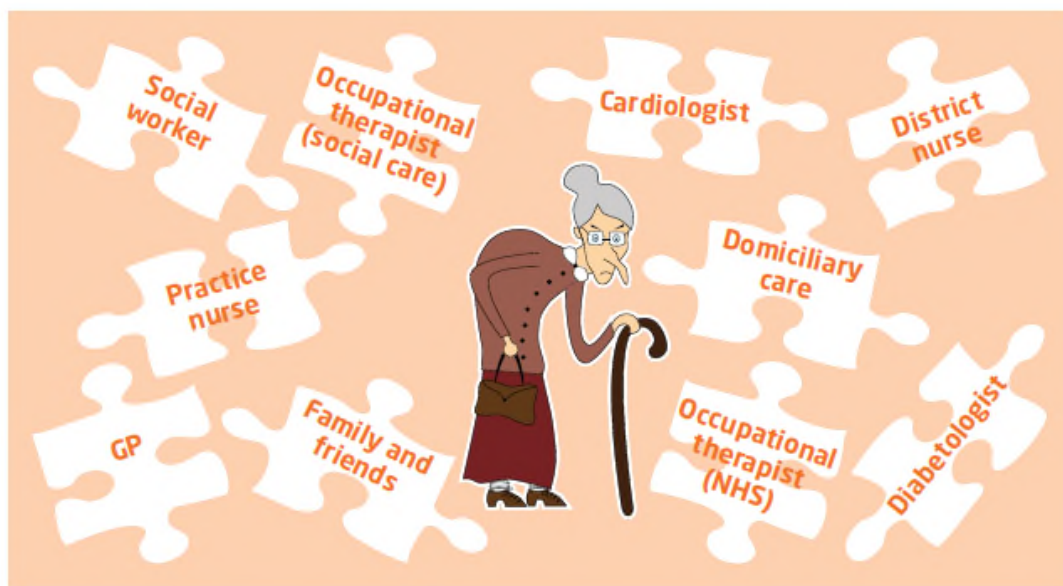
Page	Sections
02	Chairman's Introduction
05	Background and reason for the Enquiry
07	Approach to research
10	National Message
12	Local Strategic Context
15	Findings of the Enquiry
28	Chairman's conclusion
29	Appendix 1 - Background papers
31	Appendix 2 – Bedfordshire, Luton and Milton Keynes Sustainability and Transformation Plan Partners

Background and reason for the enquiry

Central Bedfordshire Council is committed to ensuring that its residents have access to timely and best quality health and social care. The Overview and Scrutiny Enquiry Team recognise the need to work closely with other health and care partners so that local people are served by services that are integrated, seamless and where possible less fragmented. This requires a shared vision across the health and social care system. This view is consistent with legislation, the Care Act 2014 and more recently, the NHS Planning document Five Year Forward View which emphasises the need for integration and new ways of delivering health and care services that is fit for the future and sustainable.

Health and social care is often referred to in one breath. It is not always clear, for example where the responsibility of health organisations end and the social care organisations begins? We have put place a bewildering array of small disconnected services particularly for older people (as demonstrated below for Mrs Smith – Kings Fund). People receiving care do not necessarily distinguish between organisations. What is important to people is that they receive timely and appropriate care and support. Organisational boundaries should be less visible when person-centred health care is provided.

Mrs Smith's Story



This important need for care to be better coordinated around people's needs and delivered as locally as possible has been a key driver for the work of the Enquiry Team. Central Bedfordshire with its growing and ageing population faces a number of challenges, which are centered on the impact of demographic change, shrinking resources and workforce.

In September 2016 the Social Care Health and Housing Overview and Scrutiny Committee (SCHH OSC) agreed to undertake an enquiry to:-

- To understand the national strategic drivers, barriers and risks
- To receive evidence, advice and information from sector experts to agree an emerging approach to redesign how residents access health and care services.
- Gather evidence, appreciate and learn from existing best practice across the country including integrated health and care hubs.
- Understand resident's existing experiences
- What is feasible for Central Beds and how we deliver it

It was felt that successful and effective integration of health and social care could deliver seamless and person centered services for people, leading to improved outcomes and a better experience of health and care services. Importantly also, it could help to reduce duplication and maximise resources, therefore saving money. Consequently the Enquiry also agreed to:

- Examine the emerging approach for delivering integrated health and social care in Central Bedfordshire with a particular focus on integrated health and care hubs; and
- To agree an approach that sets out in an open and transparent manner how all partners will plan for integration and delivery of locality based health and social care hubs across the four localities in Central Bedfordshire.

The enquiry team sought within the time frame, to interview as many representatives from health and care organisations as possible and to learn from the many studies, papers, seminars, Vanguard sites and reports on health and social care integration to answer some of these questions. From these the enquiry team would focus primarily on developing a set of principles for the approach to delivery of the integration of health and social care in Central Bedfordshire.

Members received a wealth of information to consider and attended relevant workshops to study best practice in the country. A list of these background papers appear at Appendix A.

Approach to the Research

The Enquiry Team was made up of the following:-

Member	Committee	Ward
Cllr Peter Hollick (Enquiry Chairman)	Social Care Health and Housing OSC	Dunstable Watling
Cllr Susan Goodchild (Enquiry Vice-chairman)	Social Care Health and Housing OSC	Houghton Hall
Cllr Frank Firth (from second meeting)	Non-Executive Member	Northill
Cllr Paul Downing	Social Care Health and Housing OSC	Amphill
Cllr Brian Saunders	Corporate Resources and Sustainability Communities OSC	Stotfold and Langford
Cllr Paul Duckett	Social Care Health and Housing OSC and Corporate Resources OSC	Amphill
Cllr Eugene Ghent	Deputy Executive Member	Dunstable Manshead

Other attenders included:-

- Cllr Maurice Jones Executive Member for Health (until 10.03.2017)
- Cllr Carole Hegley Executive Member for Social Care and Housing and
- Julie Ogley Director of Social Care Health and Housing.
- Donna Derby, Director of Commissioning, Bedfordshire Clinical Commissioning Group.

The review was supported by Paula Everitt (Scrutiny Policy Adviser) and Patricia Coker (Head of Service Lead for Integration and BCF, Social Care Health and Housing)

The Enquiry Team met on 12 occasions with the following partners:-

Date	Consultee	Specific Interest
14 October 2016	None	
02 November 2016	None	
18 November 2016	<ul style="list-style-type: none"> • Richard Carr Chief Executive 	Sustainability and Transformation Plans (STPs)
23 November 2016	<ul style="list-style-type: none"> • Ben Collins – Kings Fund 	National Context

Date	Consultee	Specific Interest
09 December 2016	<ul style="list-style-type: none"> • Stephen Conroy Chief Executive Bedford Hospital • Mark England, Director of Re-Engineering - Luton and Dunstable Hospital • Sarah Brierley Director of Business Development & Partnerships East and North Herts Hospital 	Health
19 January 2017	<ul style="list-style-type: none"> • Matthew Tait – Chief Accountable Officer, Bedfordshire Clinical Commissioning Group 	BCCG
19 January 2017	<ul style="list-style-type: none"> • Dr Peter Graves Chief Executive - Local Medical Committee • Judith Chappell, Deputy Dean of Health and Social Sciences, University of Bedfordshire 	Stakeholders
27 January 2017	<ul style="list-style-type: none"> • Michelle Bradley - Director of Mental Health and Wellbeing services in Bedfordshire ELFT • Richard Fradgley - Director of Integrated Care ELFT • Malcolm McCann, Executive Director of Community Services and Partnerships, SEPT • Stuart Mitchelmore Assistant Director, Adult Social Care 	Stakeholders Officer
06 February 2017	<ul style="list-style-type: none"> • Julie Ogley – Director of Social Care, Health and Housing • Sue Harrison - Director Children's Services • Marcel Coiffait – Director Community Services • Celia Shohet – Assistant Director Public Health • Cllr Maurice Jones Deputy Leader and Executive Member for Health • Cllr Carole Hegley Executive Member for Social Care and Housing 	CBC Officers and Executive Members

Date	Consultee	Specific Interest
09 February 2017	Locality Chairs including <ul style="list-style-type: none"> • Dr Alvin Low – Chairman BCCG • Emma Barter – West Mid Beds Locality Lead • Dr Chris Marshall – Leighton Buzzard Locality Lead 	Partners
20 February 2017	<ul style="list-style-type: none"> • Caroline Holman Chief Operating Officer and Deputy to the Chief Executive - MIND, • Yvonne Clark Chief Executive Officers - Purple Trust • Jon Boswell Chief Executive BRCC 	Partners
22 February 2017	<ul style="list-style-type: none"> • Diana Blackmun Chief Executive Healthwatch, • Dr William Hollington Friends of Biggleswade Hospital and GP Locality Lead for Ivel Valley • Ruth Featherstone Older People's Network • Linda Johnson Chief Executive - Homestart 	Partners
27 February 2017	<ul style="list-style-type: none"> • Paul Tisi - Medical Director Bedford Hospital • Junaid Qazi - Consultant & Interface Geriatrician East and North Herts Hospital • Sarah Brierley - Director of Business Development & Partnerships East and North Herts Hospital • Sheran Oke - Director of Nursing Luton & Dunstable Hospital 	Partners

National Message

With an ageing population and people suffering with multiple complex needs, the strain on the NHS system has been covered daily by the media. In preparing for this enquiry, the Team considered the national messages and challenges around health and social care, and reviewed a number of national strategic documents from the NHS, The Kings Fund and the Nuffield Institute. These strategic documents all set out common national messages which should shape the future commissioning and provision of health and social care. These messages suggest the need for the following in order to secure a fit for purpose and sustainable health and care system:

- Need for collective leadership for health and care services
- Need for closer alignment of primary (GPs), community and social care services.
- Role of the voluntary sector and multi disciplinary working
- Pooled budgets to deliver cost efficiency and better care
- Changing payment systems

The current fragmented response to the challenges of demography, finance, workforce and complex health and care needs of the population means that across the country, health and care systems are facing very similar issues.

People often receive their health and social care through a complex range of organisations, professionals and services. Both nationally and locally this can mean uncoordinated and fragmented care particularly for people who have multiple needs.

Such fragmentation has the potential to lead to:

- multiple and uncoordinated assessments from health and social care, resulting in delay to provision of services;
- multiple and uncoordinated visits from health and social care professionals;
- multiple trips to hospitals for tests, diagnostics and treatment;
- unreliable transitions through care pathways, including from childhood to adult care;
- emergency admissions to hospital, for example after avoidable worsening of a condition or an avoidable fall; and
- delayed discharges from hospitals.

A recent [national audit report](#) into integration noted that performance and outcomes in the health and social care sectors are worsening. Much has been said in the national press about the delays in discharging people from hospital, particularly affecting frail older people.

The Audit report noted that across the country, community health and care services face very similar challenges....

- Ad hoc development of community health and care services typically adding new services for particular groups without thought for how they relate to the wider system.
- As a result, a pattern of small, narrowly defined and poorly coordinated services based around historic but unhelpful dividing lines of primary, community and social care.
- People with multiple chronic conditions and a mix of physical health, mental health and social care problems interact with multiple specialist teams – with multiple care plans and an absence of holistic whole person care.
- Patients receive multiple visits from different professionals with duplication and poor communication and coordination. Both patients and professionals find the system hard to understand and are unsure who to contact or who is in charge.
- Initial solutions such as care navigators, care coordinators, single point of access and other interventions address symptoms of a poorly designed system but do not address the root cause.

The Care Act April 2014 was introduced to make care and support clearer and fairer for everybody. It aimed to help prevent people's care needs getting more serious by providing more services and more information to help people stay healthy and independent for longer. It also set the legislative framework for integrating health and social care service, through the Better Care Fund Plan.

Since then, NHS England published its Five Year Forward View in October 2014 and set out a shared vision for the future of the NHS based around new models of care.

The structure of the NHS is challenging. It is clear that supporting the complex needs of the local population requires concerted efforts. Nationally the integration of health and social care has been introduced at a strategic level firstly with the implementation of the Better Care Fund plan and more recently Sustainability and Transformation Plan (STPs) to try and respond to growing trends. The STP sets out a number of priorities which must address current and future challenges within the health and care system by delivering NHS England's triple aim:

- I. Sound health and wellbeing of the local population
- II. High quality health and social care supplied to local people, with service users, their family carers and others in receipt of care, acknowledging a positive experience
- III. Living within the resources available.

Central Bedfordshire is part of the Bedfordshire Luton and Milton Keynes STP which is one of 44 health and care 'footprints' in England. The plans will show how local services will evolve, develop and become clinically and financially sustainable over the next five years

Local Strategic Context

CBC is an area with a growing and ageing population, a rural environment without a hospital within its boundary. These and other issues pose challenges for the system. The Joint Strategic Needs Assessment (JSNA) provides a comprehensive picture of what we know about the health and wellbeing of the people living in Central Bedfordshire. The intelligence has helped us shape our whole systems approach to date.

Our [Better Care Fund](#) plans set out a shared vision for health and social care in Central Bedfordshire, set in a locality-based delivery model. It describes the agreed strategic approach based on four key priorities for delivering integrated care. The Better Care Fund plan is central to the ambition for the integration of health and care services in Central Bedfordshire. The overarching ambition is to secure a fundamental shift in the ways in which care and support is provided to residents of Central Bedfordshire, in their localities, so that people can experience equitable and timely local services tailored to their needs.

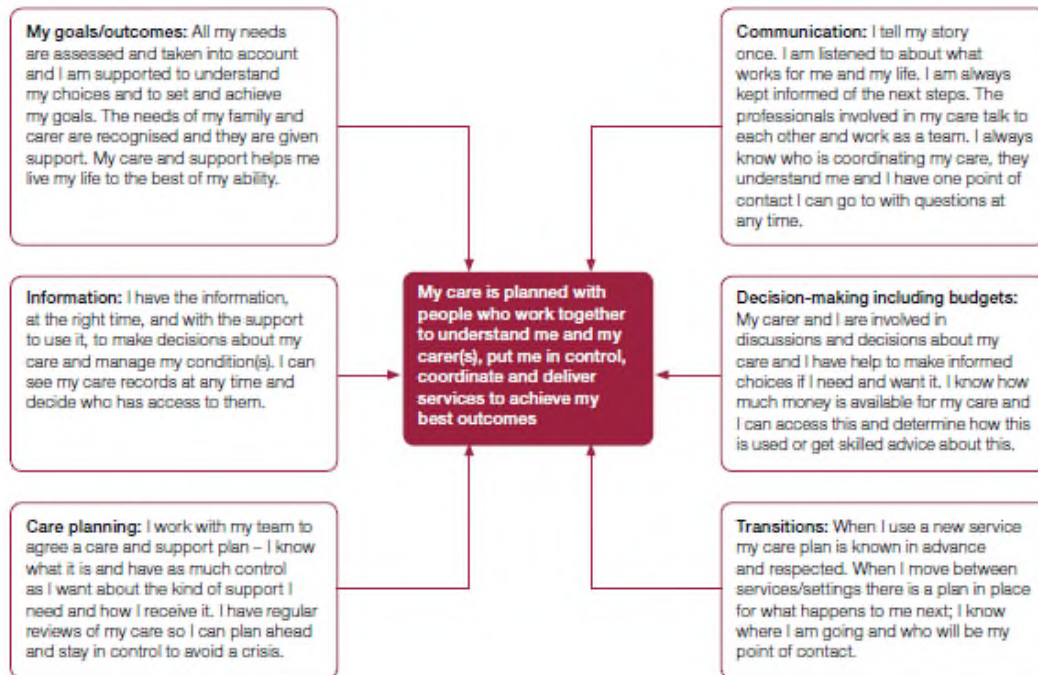
The Better Care Fund Plans describe an agreed approach to develop integrated health and care hubs which will see the co-location of primary, community health, mental health and social care colleagues and provide access for a range of diagnostic services and assessments.

Central Bedfordshire's approach to integration, as set out in the BCF Plans, is focused on the 'person' and delivering what good quality integrated care looks like, from the point of view of anyone who needs access to multiple services over time, as set out below.

Figure 5

Definition of integrated care

The Department of Health and national partners have defined what integrated care and support looks like from a user's perspective



Source: National Collaboration for Integrated Care and Support.

Local progress on integration to date

Although some joint working and planning for integration is already taking place, it is however clear from the evidence given to the Enquiry Team that integration in Central Bedfordshire is limited and at best patchy. The Enquiry panel received evidence on key areas and activities taking place to achieve integrated outcomes; these included some of the locality arrangements and multidisciplinary working taking place in some parts of Central Bedfordshire.

Members were informed of the ambition for four separate locality hubs in Central Bedfordshire. Significant progress had been made to establish the case for integrated health and care hubs in the Chiltern Vale and Ivel Valley areas. Proposals for hubs in West Mid Beds, Leighton Buzzard and discussions for a fifth hub in Houghton Regis are also planned. Without exception the concept of these hubs in Central Bedfordshire was supported by partners and stakeholders.

Members heard about the successful applications for funding to the One Public Estate and the NHS Estates, Technology and Transformation Funds to support the development of the Integrated Health and Care Hubs. Locality Hubs are currently planned for Chiltern Vale (Dunstable), Ivel Valley (Biggleswade), West Mid Beds, Leighton Buzzard with a further hub being considered for Houghton Regis.

In carrying out their review Members heard about some of the joint working initiatives already underway. A group of GPs in the Ivel Valley area have moved to a new Medical Centre in Biggleswade and have social care teams co-located in the premises.

Findings of Enquiry

The Enquiry team asked each representative from organisations, partners or stakeholders for their view on the integration of health and social care, what barriers existed and how the Council might help to overcome these barriers. There was unanimous support for the integration of health and social care services in order to save the National Health Service for future generations and agreement that a clearly defined set of principles for all partners to work to would promote a consistent approach.

In order to fully understand the implications of the national strategic drivers, such as the STP, which will have significant influence on the transformation of health and care services over the next five years, the enquiry team met with Richard Carr, Chief Executive and Deputy STP lead.

In order to address health inequalities along with financial and clinical challenges, NHS England established a Bedfordshire, Luton and Milton Keynes (BLMK) Sustainability and Transformation Plan (STP). Members learnt that engagement between partners was strong.

In the BLMK STP submission to NHS England, five priorities for the transformation of health and social were established. Three 'front line' priorities focus on:-

STP Principles	
P1	Prevention, encouraging healthy living and self care, supporting people to stay well and take more control of their own health and well being.
P2	Primary, community and social care services building high quality, resilient, integrated primary, community and social care services across BLMK. This includes strengthening GP services, delivering more care closer to home, having a single point of access for urgent care, supporting transformed services for people with learning disabilities and integrated physical and mental health services.
P3	Sustainable secondary care, making our hospital services clinically and financially sustainable by working collaboratively across the three hospital sites, building on the best from each and removing unnecessary duplication

A further two 'behind the scenes' priorities focus on:-

STP Principles	
P4	Technology transforming our ability to communicate with each other, for example by having shared digital records easily accessible by patients and clinicians alike, using mobile technology (e.g. apps), for better coordinated care.
P5	System redesign improving the way we plan, buy and manage health and social care services across BLMK to achieve a joined up approach that places people's health and wellbeing at the heart of services.

There is a drive to shift the balance of care from hospitals to community based solutions; improving access to out of hospital services to reduce pressure on acute care. The ambition for integrated locality health and care hubs aligns particularly with P2 and P5 of the STP principles.

Given the importance of the STP process as the national initiative designed to give local NHS organisations and councils the opportunity to work together to improve the way health and social care is planned and delivered, there was a call for all partners to engage with the STP process and align working practices with it.

Members noted that the three hospitals in the BLMK footprint do not represent the full experience of Central Bedfordshire residents, who access other hospitals outside the footprint. Members supported the process of delivering improved quality of care through joint working, sharing resources and more sustainable financing. Joint working with partners and the building of relationships is fundamental and throughout the Enquiry evidence there was a commitment to work towards a seamless health and care service that is equitable in Central Bedfordshire.

Throughout the enquiry, Members gathered information and developed five key principles. Each principle represented an area of focus for successfully achieving integrated outcomes:

1. **Our residents will be at the centre of decision making**
2. **Health and care will be accessed as close to home as possible**
3. **Residents will be able to self serve and manage their health and care**
4. **Funding and resources should be available at the right time and right place, particularly in relation to locality working.**
5. **Health, care, and housing colleagues will work together to deliver one plan to meet the needs of our residents**

Strategically the implementations of these principles rely on the commitment to this way of working and a change in culture within the workforce. Members

reflected on the critical importance of looking at services from a person's point of view and are clear that this is the responsibility of all partners.

The remainder of the report is organised around these principles and provides the rationale and evidence received for each of them. It highlights some of the good practice examples shared with the enquiry. Further specific recommendations are outlined as necessary below:-

Recommendation

That all partners of the health and social care sector adopt and demonstrate a commitment to delivering the five principles outlined above.

Principle One:

Our residents will be at the centre of decision making

Members felt that this principle is about seeing the whole person and not just their condition. Ensuring people are at the centre of the decisions made about their care, would ensure that the system is focusing on 'what matters to people', as opposed to 'what is the matter with them' Members agreed that this is a key principle for ensuring people have access to the right services. The focus should be on supporting people to take greater responsibility and manage their own health and wellbeing better.

Julie Ogley Director of SCHH explained to Members that as part of the reforms we should encourage people to ask for the support they need. Involving people would ensure that resources are allocated appropriately, giving people the care and support they want, not the care and support we think they should have.

Members received evidence from service user representatives and organisations on the current complexity of access to services, especially for those patients with multiple conditions. Ruth Featherstone representing the Older Peoples' Network advised some patients received diagnosis and treatment from as many as four hospital consultants.

Judith Chappell Deputy Dean of Health and Social Sciences, University of Bedfordshire, explained the joint working taking place to provide the right training and qualifications for health and social care workers together for a flexible workforce for the future. With a multi-skilled workforce, information flow would improve and patient time would be saved. A super carer qualification was in development and gave carers the ability and skills to support patients in their homes and care homes.

Dr Peter Graves, Chief Executive, Local Medical Council highlighted the importance of 'saving patient time', a principle that had been adopted in Canterbury, New Zealand.

The Enquiry panel observed that the emerging consensus was that there needed to be a shift in the relationship between health and care services

providers and those who are using the services. It is important to recognise the outcomes the individual wishes to achieve.

Recommendation(s)

- Services should be developed to support people to stay well and take increased responsibility for their own health and wellbeing.
- All partners and stakeholders should adopt the principle that, where appropriate care is planned with a mix of care professionals working together. People should feel they are in control and able to coordinate delivery of services to achieve the best outcome for them. (National Voices 2013).
- As one of the front line priorities in the STP is prevention – there be a greater focus on early intervention and promotion of self management.

Principle Two:

Health and care being accessed as close to home as possible

Members learnt that the current provision of health and social care across Central Bedfordshire is fragmented and often leads to uneven access to good care. The population uses several hospitals, none of which is in our area. The lack of a hospital within our boundaries, the geography and rural nature of Central Bedfordshire presents challenges in understanding and managing patient flows into and out of hospitals. This makes it difficult to access a cohesive supporting range of services.

The demographic pressures and economic challenges facing the health and care economy means a radical rethink of how services are provided. It is important to reduce demand on hospital services. Achieving this requires health and social care services to be better coordinated to ensure that the right care is offered at the right time, in the right place and by the most appropriate person. Witnesses agreed that the aim should be for high quality accessible services made available locally with community based integrated multi-disciplinary teams.

There are examples of health, social care, community and voluntary groups working together to enable residents to improve their wellbeing, using their own informal support network and increase self-care eg Village Care Scheme

Members discussed the importance of shifting the cultural focus from one where treatment is provided in hospitals to one where health and care is available in local communities as close to the patient as possible. People should be enabled to stay well in their own homes and communities. The need to deliver more services out of the hospital was noted.

Members learnt of plans to build on existing locality structures to address care pathways, from prevention and early intervention right through to integrated pathways and support for people at home. Support for carers, intervening at the right point to maintain independence, physical health and mental wellbeing, and using housing options and equipment effectively to deal with

increasing volumes and complexity of older people's conditions, is fundamental.

ELFT has taken the lead in developing an integrated team of physical and mental health workers to support the needs in localities. The focus for these teams included:

- Continued care assessment of patients
- Greater early intervention
- Self care
- Patient responsibility to seek help for themselves at the earliest opportunity
- Joint working with village agents and community workers
- Possibility of one organisation delivering these services.

The teams have supported the delivery of outcomes that include a reduced flow of patients to hospital and care homes.

Malcolm McCann (Executive Director of Community Services and Partnerships at EPUT) also advised that integrated teams were currently working in Essex and informed Members that a dedicated senior operations person to lead operations was essential to help guide and develop an approach and gave each partner a sense of ownership. Services working together included community services and dementia nursing services working with GP's, social workers and CPN's and the voluntary sector.

ELFT explained they had instigated cultural change by adding a social care aspect to the training of mental health nurses. Cases involving children and young people were studied by practitioners to pick up early signs of problems, for example self harming or drug and alcohol problems. Members supported the work of public health colleagues and ELFT to support patients that would require a commissioned pathway to support patients.

The concept of locality working and services wrapped around social care was supported by Malcolm McCann, EPUT (formally known as SEPT) Members were informed that if GP practices were given the ability to probe the age of the local population it would enable them to get a sense of the needs of the locality. Accompanied by the intelligence available in the Joint Strategic Needs Assessment this would enable more effective planning for services for localities.

In an attempt to ensure health and care services can be delivered closer to home, the initial requirement is that patients and their carers are able to state what services are need to be provided to keep them in their home. It has been common practice for GPs to refer a patient with complex multiple needs for consultant advice on an individual basis. With an integrated approach, professionals and the patient would identify and plan a care package together.

This information would be provided to a mix of care professionals working together to understand the needs of the patient and carers and puts them in control to ensure care is coordinated and to achieve the best outcomes.

The issue of transport, particularly access to services in rural areas was highlighted. Concerns were raised about transport from some rural villages to the main population centres, which are likely to be the focal point for the integrated health and care hubs. This was also a concern for the Older People's Network. The work of the Village Care Schemes, which provides support in the rural villages, was noted.

Dr Hollington emphasised the important need to understand transport requirements and to grasp the opportunity to keep people well and out of hospital. Cllr Maurice Jones advised the Enquiry Team that a review of Community Transport had been undertaken; however, a further look at the use of the Council's Community Buses to shuttle residents to hubs and spokes in each locality with BCCG colleagues is pertinent at this time.

All agreed that services should be more accessible to people in their localities and especially those in predominantly rural areas. Having a focal point, such as an integrated health and care hub with associated spokes across Central Bedfordshire will provide residents with access locally to health and care such as diagnostics and out-patient appointments in a manner, which can be flexed to meet the needs of the local population. The successful delivery of this approach requires effective partnership working to drive this proposal forward.

In most cases the establishment of hubs requires a physical building, although Dr Chris Marshall raised the possibility of creating a virtual hub supported by the different professions such, GP's, Hospital Clinicians as well as service providers ie Essex Partnership University Trust (EPUT), ELFT and all voluntary organisations, potentially on a 24/7 basis. The important benefits of co-locating teams to foster a culture of joint working were continuously emphasised.

Representatives from the Acute Hospitals agreed that integrated health and care hubs could facilitate closer working, and networking between consultants and GPs, as well as upskilling GPs as a softer benefit of co-location.

Recommendation(s)

- Primary, community, mental health and social care should be developed to support people in community based setting and ensure continuity of care in their localities remains a primary focus.
- Complexity of access to hospital services should be addressed through development of more local and appropriate health and social care services that are less dependent on acute hospital provision.
- Integrated health and care hubs should be developed to provide a focal point for the provision of out of hospital care services in each of the localities.

- The Council and the CCG should explore the opportunity to use local assets to support the development of Integrated Health and Care Hubs.
- Integrated Health and Care Hubs should provide services across the age spectrum and other community related services for children and older people.
- Discussions with partners including the BCCG on how the Council's community transport facilities can be used to supplement the needs of localities should be reopened.
- There should be closer alignment of mental health with physical health care and the relationship between health providers and social care/mental health teams must be enhanced through improved communication and joint care delivery.

Principle Three:

Residents will be able to self serve/manage their health and care

The limitation of current technology in the NHS is well documented. Attempts to share medical records electronically amongst partners have not materialised and patients and carers are continually required to provide personal and medical history.

Through multi-agency working, people ought to be encouraged and supported to stay well and healthy. This should start in the early stages of life, educating our children and young people and their families to take more control of their own health and well-being. This education could include delivery from local community groups and outreach workers as well as, for example, schools, children's centres and GPs.

It is also important for people to have access to information that will enable them to manage their conditions and be involved in their care. There should be greater links with other factors which impact and influence people health and life experience. This includes things like housing, community and leisure services. The STP proposes the growth of 'social prescribing' by GPs and clinicians through referrals to appropriate support groups, community groups, counselling and voluntary organisations for help and support in making informed choices, improving confidence and self-esteem etc.

Models of community and social care are already established in some areas across the STP footprint, and by sharing best practice, these models can be adapted and delivered in other areas to meet the specific needs of local communities.

Priority four of the STP aims to transform our ability to communicate with each other and would give the patient access to their own records too. A system that allowed professionals to access records and add information was required and Junaid Qazi Emergency Director at the East and North Herts Hospital Trust raised the importance of communication and that Hospitals were embracing new technology. Julie Ogley advised new software system

for social workers would be procured that would replace the current Swift system by 2020. One of the main criteria of the new system would include an interface with NHS systems and to liberate staff and allow them to work in a modern less bureaucratic way.

To be able to deliver self management, Stephen Conroy, Chief Executive, Bedford Hospital described the Airedale telemedicine model, based on the use of wide ranging digital healthcare solutions to support the delivery of out of hospital services. Carers and patients would be able to seek advice using this service. Bedford Hospital Trust is looking at integration with GPs, to provide outreach for patients with specific need from hospital. A roll out of out of hospital services, consultant led, with a specialist nurse service following patients home from hospital and providing specialist rehabilitation at home or in the community was being established.

Mark England from the Luton and Dunstable Hospital noted that there is increasing urgency to address the pressures on Acute Hospitals. More episodes of care should be managed outside the hospital. A single location for care locally at scale is very important. An out of hospital care service lead by hospital clinicians had been rolled out successfully to patients in some areas. There was an opportunity for enhanced care in the community or in care homes, however, this would need to be a pooled budget and all providers to sign up to delivery care in this way.

There has been considerable effort to encourage residents to live a healthy life style. Public health colleagues have gathered evidence that a healthy life style and some physical activity lead to good mental health and avoided in many cases a cocktail of medical conditions like diabetes, stroke and heart attacks from occurring. Much has been done to educate the public

There was a clear message from Paul Tisi, Medical Director at Bedford Hospital that residents should advise quickly if they feel unwell. By early intervention, symptoms can be treated and the risk of complications and urgent or emergency care avoided. NHS 111 and pharmacists are available and GP's advice sought in more serious cases. Innovative ways to educate the public on keeping themselves well have been introduced by NHS England and Public Health colleagues, and Cllr Carole Hegley, Executive Member for Social Care and Housing, suggested the idea of a television channel dedicated to health and care or at GP's waiting rooms. Marcel Coiffait, Director of Community Services mentioned that consideration was being given to the use of libraries as community learning centres.

Julie Ogle, Director of SCHH advised that data sharing agreements had been created to overcome this issue, however, evidence obtained during the Enquiry indicated that not all partners were aware of these agreements.

Recommendation(s)

- Continue to involve the public in managing their own care through public health information on lifestyle, health and wellbeing.
- A single point of contact for residents to ensure that care needs can be assessed once and save patient time should be established.
- Ensure that where appropriate telemedicine, telehealth and support for Carers is aligned with self management. Consider ways in which people can be empowered to better manage their own care needs.
- Explore the potential added value of universal services, both council led and voluntary sector, to support social prescribing.
- Address the issue of data sharing to enable integrated working.

Principle Four:

Making sure that funding and resources are available at the right time and right place. This is particularly important around locality working.

This principle is key to ensuring people receive timely and appropriate complex care, when needed.

Matthew Tait, Accountable Officer at Bedfordshire Clinical Commissioning Group advised Members that to overcome the issue of a pooled funding an integrated care system, the development of an accountable care organisation, based on local authority boundaries, has been a focus for the STP. The STP gives the strategic overview to deliver out of hospital care models. Once such an organisation has been established, a new tariff system would need to be created to ensure services are sustainable for the future. BCCG is committed to negotiating a joint commissioning model with Social Care, hospitals and primary care services and is working with GP's to help alleviate pressures on them. Evidence was provided where GP surgeries worked together in localities, shared clinics or by providing different specialist appointments for patients not on their register. Back office support was also shared in some cases to cut costs and provide efficiencies.

The Luton and Dunstable Hospital had successfully introduced a GP presence within A&E and patients that required urgent care were signposted to this service.

Members identified funding issues that could be resolved with the implementation of pooled budgets. Stephen Conroy, Chief Executive, Bedford Hospital explained all partners would need a pooled budget similar to that for the Better Care Fund along with appropriate governance arrangements for joint commissioning to be established. The importance of robust governance arrangements was raised at the interview with Sarah Brierley (North and East Herts NHS Trust).

Sarah Brierley North and East Herts Hospital Trust advised Members of the importance of designing new pathways of care around the patient.

Paul Tisi, Medical Director Bedford Hospital advised that plans to provide GP presence at Bedford Hospital were advanced and would see those patients in need of urgent care directed to the Cauldwell Surgery adjacent to the hospital.

Workforce challenges were also highlighted. Shortages and vacancies in primary, community and social care services were also brought to the attention of the Enquiry. In order to deliver care in the communities, staffing resources are needed. Judith Chappell, Deputy Dean at Bedfordshire University advised the Enquiry Team about funding changes to health care education. With the removal of a bursary, students are treated in the same way as other students and require a loan for fees and maintenance. On a more positive note, new ideas to educate doctors and nurses have been identified including a joint Mental Health and Social Worker degree and apprenticeship schemes. A super carers qualification (SEN equivalent) is now available to help with integrated health and social care skilled workforce.

The shortage of GPs had inspired some innovative thinking to attract young GPs not wishing to take on a traditional practice. Emma Barter Locality Chair for West Mid Beds advised that new GPs wishing to work in the locality could study for an MBA at Cranfield University, practice at local GP surgeries as well as work with Clinical Commissioning Group colleagues.

GPs support patients during a period of social wellbeing break down. With the proposal that GPs are situated as part of a multi-disciplinary team in a locality hub, support from partners or the third sector would be on hand to help.

The importance of working together with other service providers including voluntary organisations both national and locally to deliver services should not be underestimated. Members learnt of examples in [Alaska](#) and [Canterbury, New Zealand](#) where this model had been successfully achieved, albeit that achievement took several years.

Recommendation(s)

- Through the STP, continue to focus on increasing investment in community based interventions and the development of integrated health and care hubs.
- The Council and CCG should explore the opportunity of joint commissioning to deliver improved and integrated outcome for people.
- Using the STP priorities to transform services and free up hospital based specialist resources to provide complex care and support in the localities.
- Provide community geriatrician in put into the multidisciplinary place based or neighbourhood teams.

Principle Five:

Health, care and housing services working together to deliver one plan to meet the needs of our residents

The fragmented approach to providing services was evident in the conversations with witnesses. The Council, as a unitary authority is uniquely placed to align universal services with health and care provision to improve wellbeing and promote independence.

Julie Ogley advised the Enquiry Team that social stability and good housing enabled families to live a healthy life style and was vital to prevent poor health. Housing had not previously been a consideration in this context but was raised as an important element.

Health and social care services have over the years provided services in isolation to patients. A huge barrier has been the inability of services to share data and the data protection act has been used as a deliberate block in some cases. In order to overcome this obstacle, hospital services and GP's in line with the STP p4 supports the aim for a 'one stop approach' and a locality co location hub with a single point of access for patients. It has been evident during the process of this enquiry that quietly and under the radar in a lot of cases joint working is taking place. Member recalled the slide below which showed the number of organisations providing health and care services to people in Central Bedfordshire.

Those involved in delivering services

Complex and fragmented care framework and partnerships

The image displays a collage of logos and photographs for various healthcare providers in Central Bedfordshire. The logos include NHS Bedfordshire Clinical Commissioning Group, South Essex Partnership University, East of England Ambulance Service, Central Bedfordshire, Milton Keynes Hospital, Addenbrooke's Hospital, and Hinchingbrooke Hospital. Below the logos, there is a list of provider types:

- Independent care providers
- Voluntary and community sector
- Informal Carers and Families

At the bottom of the collage, it says "Central Bedfordshire Council www.centralbedfordshire.gov.uk".

In an interview with Matthew Tait, Chief Accountable Officer, Bedfordshire Clinical Commissioning Group, he highlighted the need to build relationships and work towards an understanding of what integrated services means in practical terms. Multi disciplinary teams working in hubs across Central

Bedfordshire is the vision and there is a need to clearly define what the next steps are and what commissioning model is needed to support this.

Jon Boswell, Chief Executive at Bedfordshire Rural Communities Charities talked about the Village Care Scheme and their role in supporting people, particularly older people in the rural communities. Village care and community agents work hard to identify residents who need help at an early stage and refer them to the services that can help them. On many occasions, isolation is the biggest issue to cause a decline in health and well being. Initiatives including walks for health network and a local initiative provided at the Warden Abbey Vineyard.

Jon Boswell observed that, in the past the voluntary sector had not been good at talking to each other, however, this situation was improving and events like the Older People's Festival was a useful networking opportunity. Examples of joint working were given and MIND and Carers in Bedfordshire colleagues shared facilities in Leighton Buzzard referred patients to each other where appropriate.

Funding remained a big concern for voluntary organisations along with an overlap in some of the services they provide. In Milton Keynes the voluntary organisations work well together and provided a better coverage of services to residents. Some self help groups had been formed in rural areas for families as well as older people.

It is fundamental that Voluntary groups are kept informed with regards to integration, cultural change and new ways of working. Voluntary groups welcomed the opportunity to work at a hub environment or in a 'day centre' environment to help support the very young to the elderly resident. An opportunity was identified for the Purple Trust group to provide services within the day care homes and this would be followed up by officers.

Enabling staff to work together across: primary care, community health, social care, mental health based around population clusters in the localities of Central Bedfordshire delivering a prevention agenda, promoting independence and ensuring that people are signposted to the most appropriate support at the appropriate time.

It was also felt that an Integrated Health and Care Hub should provide care for the whole population including children and the services they require. These Hubs should become community assets and focal points for lifestyle education, support to families

Recommendation(s)

- The Council and the CCG should continue to bring together voluntary groups with community and social care providers at events like the Older People's festival.
- Continue to educate staff, professionals and residents in the change of culture and new approach to health and social care services.

- Ensure that appropriate Governance arrangements and negotiations with partners are developed
- Use funding across the health and care and system to drive a greater investment in prevention
- Explore the opportunity to widen the role of the Village Care Scheme to work closely with primary care services and the multidisciplinary teams in the locality hubs.

Chairman's conclusion

The above recommendations are seen to be essential to move health and social care forward to meet the needs of our residents – greater accessibility to more local health services; the integration of health and social care to more efficient and effectively develop personal pathways; local health and social care hubs to bring together GP's, social and mental health care workers; sexual advice clinics; obesity advice; and aspects of the voluntary sector.

A summary of observations to be considered are:-

That an integrated health and social care hub, built to ensure flexibility of accommodation and room for expansion to meet any changing needs, could also include rentable accommodation above to make better use of the land and provide an income for the Council.

That hub spokes need to be considered in village locations to help bring aspects of health and social care into the heart of our rural communities.

One raises the profile of education programs run by Public Health that encourages residents to take care for ones' own health with an emphasis on stopping smoking, drinking excess alcohol, taking illegal drugs, obesity and to encourage healthy eating and an active lifestyle, needs to be actively considered.

That there has to be a review of how funding for health and social care is organised – it can be done as it has in Plymouth where Plymouth Council and the CCG have set up an integrated system for wellbeing, covering a large range of services.

That the role of pharmacies being so important, they need to be able to add value to local health care. That pharmacies could close as a result of a new funding regime is a matter for great concern. They must be seen as an important part of primary care.

There has been no specific recommendation as to what services could/should or might be devolved from the local hospital to a hub and indeed whether there could be some virtual services accommodated within a hub. That will be a matter for the consultants and other clinicians. However, given the need to develop an improved and better accessible local health service running alongside social care, there needs to be a serious review of how many services current accessed through the General Hospitals which Central Bedfordshire residents use, can be devolved to a hub or accommodated in a spoke location.

This report is now set before the Social Care Health and Housing Overview and Scrutiny Committee on Monday 15 May 2017 for its consideration and then on to Executive for its deliberation on Tuesday 6 June 2017.

Appendix 1

SCHH OSC Enquiry Background Reading List:

1. NHS England - Sustainability and Transformation Plans CEOs Briefing
2. CBC Better Care Fund Plan – 2016-17
<http://www.centralbedfordshire.gov.uk/health-social-care/better-care-fund/plan-2016-17.aspx>
3. NHS England General Practice Forward
View <https://www.england.nhs.uk/ourwork/gpfv/>
4. Kings Fund – New Care Models: <http://www.kingsfund.org.uk/publications/new-care-models>
5. One Public Estate – LGA/Cabinet Office:
http://www.local.gov.uk/onepublicestate/-/journal_content/56/10180/6678286/ARTICLE **LINK ONLY**
6. Nuffield Trust – The Evidence Base for Integrated Care:
http://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&ved=0ahUKEwjL_TDrOnPAhWslMAKHwv7AG4QFggvMAA&url=http%3A%2F%2Fwww.nuffieldtrust.org.uk%2Fsites%2Ffiles%2Fnuffield%2Fevidence-base-for-integrated-care-251011.pdf&usq=AFQjCNGOLlv7C1J9P9_jE6mrydo28ptj8Q&bvm=bv.136499718.d.bGg
7. Delivery the Forward View : NHS Planning Guidance 2016-17 to 2020/21
<https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&ved=0ahUKEwjyq5SlrenPAhUhbMAKHwZ1C8gQFggqMAA&url=https%3A%2F%2Fwww.england.nhs.uk%2Fwp-content%2Fuploads%2F2015%2F12%2Fplanning-guid-16-17-20-21.pdf&usq=AFQjCNEL3Y7tUP78PQhPUOqiFc6IPGAsyA>
8. NHS Operational Planning Contracting Guidance 2017-2019
https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&ved=0ahUKEwjN3bmOrunPAhXMD8AKHdlzAYoQFggjMAA&url=https%3A%2F%2Fwww.england.nhs.uk%2Fwp-content%2Fuploads%2F2016%2F09%2FNHS-operational-planning-guidance-201617-201819.pdf&usq=AFQjCNG3YsxGbnc73_jU6lsGe5D4JQ5weA&bvm=bv.136499718.d.bGg
9. New Care Models – Vanguard
<https://www.england.nhs.uk/ourwork/futurenhs/new-care-models/>
10. Vanguard – recommended reading: **LINKS ONLY**
 - Integrated primary and acute care systems – joining up GP, hospital, community and mental health services:- [My Life a Full Life \(Isle of Wight\)](#)
 - Multispecialty community providers – moving specialist care out of hospitals into the community:- [Tower Hamlets Integrated Provider Partnership, Lakeside Healthcare \(Northamptonshire\)](#)
 - Enhanced health in care homes – offering older people better, joined up health, care and rehabilitation services:- [East and North Hertfordshire Clinical Commissioning Group](#)
11. Think Tank – Unblocking: Securing a health and social care system that protects older people. <http://www.localis.org.uk/research/unblocking-securing-a-health-and-social-care-system-that-protects-older-people/>

12. Public Finance – Pooling Pioneers, Health and Care Integration, Plymouth
<http://www.publicfinance.co.uk/case-study/2016/06/pooling-pioneers-health-and-care-integration-plymouth>
13. Kings Fund commissioned report commissioned through the BCF Plan regional support for HWB. **To follow.**
14. Centre for Public Scrutiny - Piecing it together - Effective scrutiny of health and social care integration
15. LGA briefing – debate on STPs in the NHS
16. Kings Fund – Policy changes to implement the NHS five year forward view: progress report https://www.kingsfund.org.uk/projects/five-year-forward-view-progress-report?utm_source=The%20King%27s%20Fund%20newsletters&utm_medium=email&utm_campaign=7677109_NEWSL_The%20Weekly%20Update%202016-10-27&utm_content=fyfvbutton&dm_i=21A8,4KJP1,FLXG36,GYK4Y,1
17. Social Care Health and Housing OSC report 20 September 2016, the Integration of Health and Social Care in Central Bedfordshire
18. Executive Report 2 August 2016 the Integration of Health and Social Care in Central Bedfordshire

Appendix 2 – Sustainability and Transformation Plan Partners

There are 16 organisations within the footprint of the BLMK STP area including Central Bedfordshire Council as follows:-

- Central Bedfordshire Council
- Bedfordshire Clinical Commissioning Group
- Luton Clinical Commissioning Group
- Milton Keynes Clinical Commissioning Group
- Bedford Borough Council
- Luton Borough Council
- Milton Keynes Council
- Bedford Hospital
- Luton and Dunstable University Hospital
- Milton Keynes Hospital
- Cambridgeshire Community Services NHS Trust
- Central and North West London NHS Foundation Trust
- East of England Ambulance Service Trust
- South Central Ambulance Service NHS Foundation Trust
- South Essex Partnership University Trust (now known as Essex Partnership University NHS Foundation Trust EPUT).



A great place to live and work

Contact us...

by telephone: 0300 300 8028

by email: customer.services@centralbedfordshire.gov.uk

on the web: www.centralbedfordshire.gov.uk

Write to Central Bedfordshire Council, Priory House,
Monks Walk, Chicksands, Shefford, Bedfordshire SG17 5TQ

Member visit to the Bromley by Bow Centre
Thursday 11 May 2107

In attendance

Cllr Peter Hollick Julie Ogley – Director of Social Care Health and Housing
Cllr Paul Downing
Cllr Eugene Ghent
Cllr Tracey Stock
Cllr Susan Goodchild

Members visited the Bromley by Bow Community Centre which is a facility to 'To enable people to be well and live life to the full in a vibrant community'. It showcases a good and effective example of services delivered at neighbourhood level with shared ownership of the facility.

Bromley by Bow, which is run by an independent charity, provides access to integrated health and care services. The Centre also includes a learning centre, a day care centre, social welfare advice, a park (abutting the centre and rescued from dereliction), a creative arts centre, digital inclusion (courses in IT), money management, employment programmes, debt advice, time banking, café, gym, gardening/food growing. The staff that provide these services work together as a team and there is no sense of organisational boundary.

The relationship between the wide variety of staff and services we saw at the Centre reminded us of a quote from Michael Brodie, Financial and Commercial Director, Public Health England who said: "The Bromley by Bow Centre is the most fantastic example of public health in action with a unique and sustainable community based approach to health and wellbeing. In many ways it moves past the concept of health and care integration and on to the next level of unleashing healthy communities designed and delivered locally".

Social prescribing (SP) is at the heart of the enterprise and is sometimes referred to as a community referral, is a means of enabling GPs, nurses and other primary care professionals to refer people to a range of local, non-clinical services. Social prescribing is designed to support people with a wide range of social, emotional or practical needs, and the scheme has helped those with varying decreases of mental health problems, vulnerable and social isolated people. There are three social prescribing services available at the Bromley-by-Bow Centre:-

- Generalist SP – serves Bromley by Bow and 4 neighbouring GP practices
- Macmillan SP – serves those living with an beyond cancer
- Healthy Cities SP – works with families with children under 5 and serves 1 GP practice.

Members gained a clear impression as to how people were empowered to gain control of their lives by working effectively in partnership with many organisations; local people were involved in the development and delivery of services which empowered the community to get involved. Clearly, the Bromley by Bow initiative has been in place for 17 years and they have achieved a multi-faceted facility offering the community a very different approach to health and wellbeing.

The community and voluntary sector play a key role in the Centre. We have the opportunity to build on the work of our Village Care Schemes and expand the role of the voluntary and community sector in our localities and the Hubs to build on the excellent work already being undertaken in our communities.

The concept of Bromley by Bow would be very suited to our localities hubs models like Biggleswade. Clearly we are not designing or prescribing what the Hubs should like, this is a matter for the localities but would wish alignment of a wider range of services and community ownership of the facilities. This collaborative approach supports the Councils aspiration to provide support to identify 'what matters to you'. There is also the potential for development and alignment of services in Dunstable alongside the refurbished Leisure Centre (which will be the new venue for the Library and the CAB,) and close to a wide range of educational, entertainment and other facilities that could compliment a 'Bromley by Bow' like facility.

Central Bedfordshire Council

EXECUTIVE

Tuesday, 20 June 2017

Executive Response to Overview and Scrutiny Enquiry on School Parking

Report of: Cllr I Dalgarno, Executive Member for Community Services
ian.dalgarno@centralbedfordshire.gov.uk

Responsible Director(s): Marcel Coiffait, Director of Community Services, marcel.coiffait@centralbedfordshire.gov.uk, Jason Longhurst, Director of Regeneration and Business, Jason.longhurst@centralbedfordshire.gov.uk and Sue Harrison, Director of Children's Services, sue.harrison@centralbedfordshire.gov.uk

This report relates to a decision that is Key

Purpose of this report

1. To agree the response of the Executive to the outcomes a scrutiny enquiry into School Parking as received at the previous Executive meeting on 04 April 2017.

RECOMMENDATIONS

The Executive is asked to:-

1. **agree the response appended to this report including the proposed actions to be taken in light of the recommendations of the enquiry.**

Overview and Scrutiny Comments/Recommendations

2. The recommendations of this review were ratified by the Sustainable Committee at the meeting on 12 January 2017.

Background

3. At their meeting on 4 April 2017 the Executive received the recommendations of an overview and scrutiny enquiry into parking at schools in Central Bedfordshire.

4. The purpose of the enquiry was to determine the best possible solutions with regards to car parking and vehicular access at schools to ensure the free movement of traffic around schools, particularly in light of the implications of school expansion.
5. The Constitution requires that the Executive consider the report and respond within two months indicating what action, if any is proposed to take and if it decides to take no action the reasons for that decision.

Summary of the recommendations and Executive response

6. Many of the recommendations proposed by the enquiry are already existing practice. Those that are not are fall into two broad categories:-
 - (i) Improving communication with and between the Council and schools, particularly in relation to developing sustainable school travel plans; and
 - (ii) Improving enforcement of inappropriate parking outside of schools.
7. As detailed in the response additional guidance will be provided and support will continue to be provided to schools to develop sustainable travel plans that minimise unnecessary journeys and encourage a reduction on the levels of schools traffic. However, travel plans must be fit for purpose for each individual school and a one size fits all approach would not be appropriate.
8. The Council is presently funding and recruiting four additional parking officers that will help support the enforcement of parking at schools.

Council Priorities

9. The recommendations of the enquiry aim to support the Council's priority of Enhancing Central Bedfordshire and ensuring it is a 'Great Place'.

Legal Implications

10. The Highway Authority has a wide discretion as to the circumstances in which they can make Traffic Regulation orders. Whether any new Orders will be required to prevent vehicles waiting/parking will depend upon the individual site circumstances. Where parking takes place outside schools and controls may already exist then enforcement of those controls can be prioritised. A strengthening of the staff engaged could achieve this.
11. The introduction of new areas where control can be enforced will require the making and publishing of Orders. Under the Road Traffic Regulation Act 1984 there is a requirement to consult and take into account objections. The procedures are prescribed by regulation.

12. The publicity requirements and order making procedure will generate a cost but once confirmed the orders can be enforced. There will be some additional costs in respect of road marking and signage that explain the extent and nature of the restriction which could be imposed at specific times rather than throughout the day.
13. The possibility of varying the local speed limit for traffic in the vicinity of schools is also available to the Highway Authority. The Road traffic Regulation Act 1984 specifies that restricted roads, ones that have lamp posts spaced no more than 200 yards apart would normally be subject to a 30 mph speed limit. The status of the road can be varied by the traffic authority and by the making a further regulation order a speed limit restriction can be varied. It will depend on local circumstances but these sites are likely to be located in the urban area and within an existing 30mph area.
14. The use of planning Conditions to limit local congestion or reduce parking must meet the tests of reasonableness, relate to the development, be appropriate and be enforceable. Conditions that seek to limit the use of the highway by particular users are illegal so they have to approach the issue by promoting change in behaviours and good practice for example advocating routing plans or promoting sharing of vehicles and the minimising of car use in connection with locating development at sustainable locations.

Financial and Risk Implications

15. The costs of implementing the relevant recommendations can be met from within budgets and using existing resources without any financial implications.

Equalities Implications

16. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Throughout the course of the enquiry, efforts have been made to ascertain and understand the complexities relating to the differing needs of parents/carers, children of different ages and local residents.
17. A range of balanced and proportionate recommendations have been identified which will support the development of flexible and locally focused solutions.

Conclusion and next Steps

18. The Executive is asked to approve the response so that the recommendations, where applicable can be implemented.
19. It is proposed that an update on progress be received by the Sustainable Communities OSC in a period of 6 months.

Appendices

Appendix A: Executive response to the overview and scrutiny enquiry

Background Papers

- (i) Detailed report of the enquiry
<http://centralbeds.moderngov.co.uk/documents/s71535/Appendix%201%20-%20School%20Parking%20Recommendations%20from%20the%20Overview%20and%20Scrutiny%20Enquiry.pdf>

Report author(s):
Jonathon Partridge, Head of Governance
(jonathon.partridge@centralbedfordshire.gov.uk)



Appendix 1

Executive response in respect of Schools Parking Overview and Scrutiny Enquiry

Date received by Executive: **04/04/17**

Date of response to Executive: **20/06/17**

Executive Member(s) responsible for preparing response:

Cllr I Dalgarno

Ref	Recommendation of OSC enquiry	Is rec'n accepted?	Executive response including proposed action(s)	Lead Director(s)	Deadline
1.	RECOMMENDED that officers work closely and proactively with schools, taking into account current resources and staffing levels to regularly promote school travel plans and existing health programmes that encourage active and sustainable travel for children within catchment.	Existing practice	CBC has resource in place to support schools in the production of travel plans and works with school clusters to improve these outcomes.	J Longhurst	Ongoing
2.	RECOMMENDED that every school be encouraged to produce an active and regularly updated travel plan, maintaining the relationship with Council officers when providing travel data.	Existing practice	Schools are already encouraged to do so.	J Longhurst	Ongoing

Ref	Recommendation of OSC enquiry	Is rec'n accepted?	Executive response including proposed action(s)	Lead Director(s)	Deadline
3.	RECOMMENDED the production of a school's parking leaflet similar to that of a neighbouring authority with distribution electronically where possible to schools, parents and via the Council's website and social media outlets.	Existing practice	Road Safety Officers to review neighbouring authority leaflet and produce suitable copy to send out to all schools for electronic distribution by schools.	M Coiffait	Ongoing
4.	RECOMMENDED regular (termly) communication between Council Officers and Head Teachers, reinforcing the promotion of school travel plans and sustainable travel solutions.	Yes	Include details in the monthly education bulletin distributed to all schools and governors.	J Longhurst / S Harrison	Ongoing
5.	RECOMMENDED that the Council fully enforce inappropriate parking on yellow 'zig zags' which are placed along the entire frontage of all schools, ensuring they are always positioned to the maximum enforceable length.	Yes	CBC is funding and recruiting 4 additional parking officers and these will help support the enforcement of parking at schools. Highways layouts restrict the ability to enable the maximum length of zigzags to be implemented at all school locations. However, this needs to be done in line with available resources and against overall priorities. Zigzag lengths can be influenced by physical space and therefore might be shorter than the maximum allowed	M Coiffait	25/04/17

Ref	Recommendation of OSC enquiry	Is rec'n accepted?	Executive response including proposed action(s)	Lead Director(s)	Deadline
6.	RECOMMENDED that where parking restrictions exist, current measures are robustly deployed and enforced, taking into account existing resources.	Yes	Schools and councillors reinforce the issue by feeding back to CBC where restrictions exist but need support of the parking team. List as regular item in the Member Information bulletin.	M Coiffait	25/04/17
7.	RECOMMENDED that visible signage be displayed outside all schools where deemed necessary, prohibiting parking and waiting between the hours of approximately 8-9am and 3-4pm, acknowledging that individual schools may have differing opening times, taking into account the impact of any restrictions upon residents within the area and existing budget constraints.	No	Parking and waiting bans should be addressed through local decision making. With the removal of ANPR vehicles enforcement is now via mobile officers and is targeted.	M Coiffait	Not applicable
8.	RECOMMENDED the introduction of 20mph zones outside of new schools and existing schools, assessing the most appropriate radius to place them in.	Partially	CBC to make it policy for new schools to have 20 mph limits out side of them. On established schools whilst supportive of the principle we cannot make it policy and it is part of the local decision making process. This depends on the location of each school and the traffic flows around the area	M Coiffait	As appropriate

Ref	Recommendation of OSC enquiry	Is rec'n accepted?	Executive response including proposed action(s)	Lead Director(s)	Deadline
9.	RECOMMENDED that planning conditions already within the Council's remit be applied when considering school expansions and new builds, without the need to amend current policy.	Existing practice	This is already current practice.	J Longhurst	Ongoing
10.	RECOMMENDED that lower and primary schools be encouraged to allocate a designated member of staff to manage collection and drop off of children at the start and end of the school day.	Existing practice	This should be part of the school travel plan if appropriate and is the responsibility of schools.	J Longhurst	Ongoing
11.	RECOMMENDED that new schools and expansions include provision for school buses, access and turning wherever possible.	Existing practice	It is part of the planning process to consider school access as part of planning applications and where applicable would be included. This also part off individual school travel plans.	J Longhurst / S Harrison	Ongoing
12.	RECOMMENDED that schools promote a staggered start and finish time where a number of schools are in close proximity to one another in order to alleviate the pressure on parents needing to drop off children of differing ages to different schools.	Existing practice	School start and finish times are a local decision and the responsibility of the school. Commissioned new school places by the council already work with schools to ensure school days are managed to support parental pick up and relieve traffic congestion at peak times.	S Harrison	Ongoing

Ref	Recommendation of OSC enquiry	Is rec'n accepted?	Executive response including proposed action(s)	Lead Director(s)	Deadline
13.	RECOMMENDED that schools promote walking buses where practical, further strengthening schemes to encourage walking, cycling, scooting and other means of sustainable travel.	Yes	This is a local decision and should form part of the school travel plan.	J Longhurst / S Harrison	Ongoing
14.	RECOMMENDED that middle and upper schools be encouraged to work with local transport providers to facilitate subsidised travel for out of catchment children, where practical.	No	This is a local decision and not part of CBC's role.	M Coiffait/ S Harrison	Not applicable
15.	RECOMMENDED that schools work closely with catchment area children and parents to minimise as much as possible any unnecessary short distance car journeys, taking into account the time constraints faced by working parents.	Yes	This should form part of individual school travel plans.	J Longhurst / S Harrison	Ongoing

Ref	Recommendation of OSC enquiry	Is rec'n accepted?	Executive response including proposed action(s)	Lead Director(s)	Deadline
16.	RECOMMENDED that schools be encouraged to work closely with the local community in order to maximise shared resources including utilising village hall car parks, local supermarkets, park and stride solutions and liaison with parish councils in order to support improvements and closer partnership working.	Yes	CBC to produce best practice script to distribute to all schools to support development of school travel plans highlighting the value to local communities of having them in place. However, ultimately this is not a CBC negotiation but a local agreement between the school and local provider.	J Longhurst / S Harrison	31/03/18

Central Bedfordshire Council

EXECUTIVE

Tuesday, 20 June 2017

Executive Response to Overview and Scrutiny Enquiry on Council Responsiveness

Report of: Cllr R Wenham, Deputy Leader and Executive Member for Corporate Resources, richard.wenham@centralbedfordshire.gov.uk

Responsible Director(s): Richard Carr, Chief Executive, Sue Harrison, Director of Children's Services, Jason Longhurst, Director of Regeneration & Business, Julie Ogley, Director of Social Care, Health and Housing and Charles Warboys, Director of Resources

This report relates to a decision that is Key

Purpose of this report

1. To agree the response of the Executive to the outcomes of a scrutiny enquiry into council responsiveness as received at the previous Executive meeting on 04 April 2017.

RECOMMENDATIONS

The Executive is asked to:-

1. **agree the response appended to this report including the proposed actions to be taken in light of the recommendations of the enquiry.**

Overview and Scrutiny Comments/Recommendations

2. The recommendations of this review were ratified by the Corporate Resources Overview and Scrutiny at the meeting on 24 January 2017.

Background

3. At their meeting on 4 April 2017 the Executive received the recommendations of an overview and scrutiny enquiry into council responsiveness.
4. The purpose of the enquiry was to review customer experience when contacting the Council and reviewing the extent to which residents could influence council decision-making.

5. The Constitution requires that the Executive consider the report and respond within two months indicating what action, if any is proposed to take and if it decides to take no action the reasons for that decision.

Summary of the recommendations and Executive response

6. Many of the recommendations proposed by the enquiry relate to existing practice and as such progress is already ongoing and will continue to be made.
7. The remaining recommendations fall into three broad categories for which action is proposed as follows:-

- a. **Focusing on customer experience to enhance intelligence and tailor services accordingly.**

During the course of this enquiry several developments have already been implemented by the Council that will address the recommendations in the report. Whilst enhancing customer intelligence is complex it will be supported in the short to long term by ongoing projects that will develop a single view of the customer, the Council's digital strategy and the rollout of new software called 'STORM'.

- b. **Enhancing the accessibility of the Council's decision making process in addition to creating a focal point with town and parish councils.**

In response to the enquiry guidance on the Council's decision making process will be made available on the Council's website subject to Member decision making on the full suite of recommendations of the review. In addition, a review of Joint Committees is already underway that includes a refresh of their terms of reference. At the same time, options relating to the creation of Community Boards and the allocation of additional funds are being explored.

- c. **Focusing on community engagement, consultation and co-production.**

The Council continues to be committed to the Gunning Principles, which govern best practice in public consultation. Community engagement takes place through a number of existing means including the community planning initiative, which will continue to be supported by the Council.

Council Priorities

8. The recommendations of the enquiry aim to support the Council's approach to be a more efficient and responsive Council.

Legal Implications

9. The recommendations refer to expanding the significance of the Joint Committees (JCs). JCs are governed by a complex set of regulations and clarity around the proposed structure will be necessary in any future paper.
10. Constitutional changes such as those to the JCs is a Council function and as such the Executive will need to make recommendations via General Purposes Committee to amend the Constitution in order to implement these recommendations.

Financial and Risk Implications

11. Many of the recommendations of the enquiry, if implemented, can be delivered within existing budgets.
12. There are however some recommendations that propose additional resources to support Members' engagement with the local community and giving further consideration for match funding Joint Committees to stimulate local participation.
13. The exact financial implication of the recommendations would depend upon the extent of their implementation but match funding the Joint Committees would result in an additional cost to be determined.
14. In addition it is proposed that a review of processes be undertaken to determine the scale of the challenge to provide a central mechanism for recording customer intelligence and complaints. Consideration will need to be given in the future to resource allocation to respond to the outcome of this review.

Equalities Implications

15. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. This includes identifying opportunities to encourage people with protected characteristics to participate in public life or in other activities where their participation is low.
16. The recommendations of the enquiry aim to enhance the accessibility of the Councils' decision making process. If implemented it is envisaged that the proposals would provide additional channels through which residents of Central Bedfordshire could communicate with the Council in both a formal and informal manner.

Conclusion and Next Steps

17. The Executive is asked to approve the response so that the recommendations, where applicable can be implemented.
18. It is proposed that an update on progress be received by the Corporate Resources OSC in a period of 6 months.

Appendices

Appendix A: Executive response to the overview and scrutiny enquiry

Background Papers

- (i) Detailed report of the enquiry
<http://centralbeds.moderngov.co.uk/documents/s69856/App%201%20Full%20enquiry%20report.pdf>

Report author(s):

Jonathon Partridge, Head of Governance

(jonathon.partridge@centralbedfordshire.gov.uk)



Executive response in respect of Council Responsiveness Overview and Scrutiny Enquiry

Date received by Executive: **04/04/17**

Date of response to Executive: **20/06/17**

Executive Member(s) responsible for preparing response:

Cllr R Wenham, Deputy Leader and Executive Member for Corporate Resources

Ref	Recommendation	Is rec'n accepted?	Response including proposed action(s)	Lead Director(s)	Deadline
1.	RECOMMENDED that the council invest in a mechanism through which customer intelligence and customer complaints can be recorded centrally and that this mechanism allows Members to follow progress in dealing with complaints. Whilst it was noted that this mechanism was currently being rolled out in some areas it was recommended that this needed to happen more quickly and in as many Council services as possible.	Yes	<p>Agreed. However, this is a longer term development as part of the Council's Digital Strategy. In the short/medium term a review will be undertaken to determine the Council's move to a single view of the customer and the intelligence this can bring.</p> <p>Achieving an overview of complaints across the Council is challenging. In the short term a review of processes will be undertaken to determine the scale of the challenge and with future determination by Executive of resource allocation.</p>	J Ogley	31/03/18

Ref	Recommendation	Is rec'n accepted?	Response including proposed action(s)	Lead Director(s)	Deadline
2.	RECOMMENDED that the Council fully embed a set of customer standards and a customer charter, ensuring that customer contact is logged appropriately and that a consistent approach to call backs and auto-replies was undertaken so as to embed a more responsive culture. This process should enable the council to determine performance standards across the Council so as to address areas that were less responsive.	Yes	<p>Agreed.</p> <ol style="list-style-type: none"> 1. Currently Customer Contact Centre is operating the Customer Charter and standards. 2. Following STORM rollout Charter and standards can be reviewed and adjusted if required. 3. Adopted and implemented across the Council 	J Ogley	31/12/17
3.	RECOMMENDED that the Council continue to provide localised updates to Members on the key matters and complaints underway within their wards and that this be rolled out for other council services where appropriate.	Yes	<p>Agreed and there needs to be consistency across the Council:</p> <ol style="list-style-type: none"> 1. Ward members should be advised of potential service changes in their wards as matter of course. This requirement can be reiterated. 2. Ward Members should be kept advised of progress with complaints raised on behalf of constituents noting that there maybe limitations in respect of individual complaints (confidentiality) as compared to group complaints. 	J Ogley	30/06/17

Ref	Recommendation	Is rec'n accepted?	Response including proposed action(s)	Lead Director(s)	Deadline
4.	RECOMMENDED that the Council ensure residents are made aware that they can get support to complete online forms in hard copy if needed.	Yes	Agreed: 1. Will review current practice, and 2. Will ensure that future digitisation work takes account of this.	J Ogley	30/06/17
5.	RECOMMENDED that in the future the Council review the accessibility of experts in different departmental areas to customer services, whether that be within the customer services team or in the front-line teams.	Yes	Agreed. This is being addressed as part of the roll out of the STORM technology	J Ogley	31/12/17
6.	RECOMMENDED that the Council develop and consult on a clear set of guides to the Council's decision making and governance structures that can ultimately be shared on the website and with Town and Parish Councils and other existing local publications to promote the role of local members as advocates on behalf of their communities.	Yes	Should be quite straight forward to provide based on the roles and responsibilities for each committee as set out in the Constitution.	C Warboys	31/08/17

Ref	Recommendation	Is rec'n accepted?	Response including proposed action(s)	Lead Director(s)	Deadline
7.	RECOMMENDED that a clearly referenced section titled "influencing council decisions" be added to the website that draws together information on public engagement in the Council's governance arrangements.	Yes	Subject to Member decision making on the full suite of recommendations from this review, the Council's website relating to community engagement will be amended.	R Carr	30/09/17
8.	RECOMMENDED that the Council lead a bottom-up approach to agenda-setting by making use of annual surveys, community intelligence reports and MP/Councillor enquiries and that feedback be provided to those who propose items by updating them on the way in which they have informed the agendas of Council committee.	Existing practice	The Council already seeks views annually from residents on the Overview and Scrutiny Committee agendas and this will continue to be made available through the year. Elected members play a key role in communicating between external bodies, residents and the Council. It is an individual Councillors role to channel feedback.	C Warboys	Ongoing
9.	RECOMMENDED that the use of online methods of communication and social media be enhanced as an informal channel to more proactively engaging with local communities on agenda items and matters of local concern.	Existing practice	The Council already has an active programme to increase the proportion of local residents who engage with Central Bedfordshire Council through a range of digital platforms and is committed to continuing to enhance and expand such opportunities. There are opportunities to look at the use of surveys by email etc...	R Carr	Ongoing

Ref	Recommendation	Is rec'n accepted?	Response including proposed action(s)	Lead Director(s)	Deadline
10.	RECOMMENDED that webcasts and social media be used more proactively as a means of engaging with residents in a formal setting.	Existing practice	The Council already proactively promotes formal decision making processes through a range of conventional and digital communication channels. However, the Council will continue to explore and exploit opportunities to increase the reach and quality of such communications, for example through use of video.	R Carr	Ongoing
11.	RECOMMENDED that the Council support Members to be leaders of their community by providing regular briefings that outline decisions to be taken and opportunities for residents to engage in council decision making as a way of sharing this information with the local community.	Existing practice	The Executive Forward Plan outlines the decisions that will be taken in the future and more Member briefings will be provided on issues where an O&S paper would not be appropriate. The Council also provides regular briefings for Members to share with the local community on decisions to be taken and there are opportunities to look at surveys by email etc... .	C Warboys	Ongoing

Ref	Recommendation	Is rec'n accepted?	Response including proposed action(s)	Lead Director(s)	Deadline
12.	RECOMMENDED that council resources be enhanced to support Members' engagement with the local community, including through the use of Joint/Partnership Committees, and to help Members to use online channels (social media, blogs, and online debates/forums) as a way of engaging with the community.	Yes	<p>a) A review of Joint Committee working practice is in progress</p> <p>b) The member training budget is available to support development of online skills, dependent on demand.</p>	S Harrison	Ongoing
13.	RECOMMENDED that the use of social media and online channels be enhanced to encourage a more transparent way of undertaking community engagement.	See 12 above	The Council uses a range of social media and other digital communication channels to raise awareness and understanding of its work. This relates both to service delivery and policy development. We remain committed to this approach and take all opportunities to investigate new channels and techniques to enhance our reach, whilst maintaining the integrity of our consultation and research methods.	R Carr	Ongoing

Ref	Recommendation	Is rec'n accepted?	Response including proposed action(s)	Lead Director(s)	Deadline
14.	RECOMMENDED that a greater number of formal and informal meetings take place within local communities as a way of engaging with residents on decisions that are important to their local area.	Existing practice	This is primarily a member led activity. A considerable number of meetings take place in the community. A recent example has been the community planning meetings. Support is also available to publicise surgeries on behalf of Members.	S Harrison	Ongoing
15.	RECOMMENDED that the Council proactively identify opportunities for local or devolved decision making to stimulate community action and local resilience.	Existing practice	<p>a) Discussions regards Community Boards are continuing and a trial will run in the Ampthill/Flitwick area in 2017</p> <p>b) Town & Parish Councils are being encouraged to develop local initiatives such as Emergency planning.</p>	S Harrison	Ongoing



Ref	Recommendation	Is rec'n accepted?	Response including proposed action(s)	Lead Director(s)	Deadline
16.	RECOMMENDED that the remit of Joint Committees as a focal point for two-way information sharing, sharing ownership of matters and consultation on issues that directly affect the town be enhanced, rolling it out to other parts of Central Bedfordshire, encouraging parishes and smaller towns to collaborate and work together in clusters with clear links to the Council's existing decision making committees and overview and scrutiny.	Existing practice	Planned to include in changes to Joint Committee working (see 12 above) and through the development of Community Boards to include Parishes as well as Towns.	S Harrison	Ongoing
17.	RECOMMENDED that further consideration be given to match funding for Joint Committees to stimulate local participation.	Yes	Is part of review in 12 & 15 above	S Harrison	2017/18

Ref	Recommendation	Is rec'n accepted?	Response including proposed action(s)	Lead Director(s)	Deadline
18.	RECOMMENDED to encourage the use of community planning with the Council supporting Parish/Town Councils to use this as a vehicle to identify their aspirations for their local areas and influence overarching policy (through the use of presentations and provision of officer support) at a parish and a quadrant level.	Yes	<p>This is continuing through the community planning initiative. A further round of meetings will take place after the publication of the first draft of the local plan in July 2017 and prior to the publication of Regulation 19 draft in 2018.</p> <p>Support is also available to parishes wishing to develop Neighbourhood plans.</p>	J Longhurst	Ongoing

Ref	Recommendation	Is rec'n accepted?	Response including proposed action(s)	Lead Director(s)	Deadline
19.	RECOMMENDED to invest in forward planning to identify big change programmes to provide the opportunity for co-production of change in a meaningful and timely way on the principles and direction of change with local communities, including both residents and Parish/Town Councils	Yes	<p>The Forward Plan identifies the most important decisions well in advance of formal debate. This is revised every 4 weeks in line with the Executive Agenda and is freely available.</p> <p>The Council is committed to the Gunning Principles which govern best practice in public consultation. These are embedded in a Consultation Toolkit which influences the way in which the Council engages with stakeholders and communities in the process of change.</p> <p>In response to this recommendation the Toolkit will be reviewed and republished in order to clarify the Council's commitment to more active collaboration.</p>	R Carr	30/09/17
20.	RECOMMENDED that consultations manage the expectations of residents and make it clear the elements that residents can realistically influence.	No	The revision of the Council's Consultation Toolkit (see 19 above) will ensure that guidance is provided to be clear about the opportunities for influence that do or do not exist through the process of public engagement.	R Carr	N/A



Ref	Recommendation	Is rec'n accepted?	Response including proposed action(s)	Lead Director(s)	Deadline
21.	RECOMMENDED the Council more proactively publish decisions and outcomes of its meetings including providing feedback on the reasons for decisions where there is significant public interest.	Existing practice	The Council publishes and promotes information (via news releases) associated with its formal decision making. Its editorial approach will be reviewed to ensure that the rationale for decision making is made explicit as well as the nature of the decisions that have been made.	C Warboys/ R Carr	Ongoing

This page is intentionally left blank

Central Bedfordshire Council

EXECUTIVE

20 June 2017

**Revenue Budget Monitoring Provisional Outturn March 2017
(subject to audit)**

Report of: Cllr Richard Wenham, Deputy Leader and Executive Member for Corporate Resources

richard.wenham@centralbedfordshire.gov.uk

Responsible Director: Charles Warboys, Director of Resources & S151 Officer

charles.warboys@centralbedfordshire.gov.uk

This report relates to a non key decision

Purpose of this report

1. The report sets out the provisional outturn financial position for 2016/17 as at the end of March 2017 (subject to audit). It sets out spend against the approved budget and it excludes the Housing Revenue Account which is subject to a separate report. Explanations for the variances are set out below in Appendix A.
2. This report enables the Executive to consider the overall provisional outturn financial position of the Council (subject to audit).

RECOMMENDATIONS

The Executive is asked to:

1. **consider the current provisional revenue outturn position (subject to audit) which is an underspend of £0.052M;**
2. **note that the provisional outturn position and new proposed earmarked reserves were approved by the Leader, Deputy Leader, Chief Executive and Director of Resources under a delegated approval granted by the Executive on 4 April 2017;**
3. **note that the budget included £2.1M of contingency costs which were not used; and**
4. **note the proposed new earmarked reserves at Table 2.**

Issues

3. The provisional outturn position (subject to audit) as at March 2017 is £0.052M under budget.
4. A full explanation of the variance to budget is contained in Appendix A.
5. Table 1 below summarises the full year variances by directorate:

Provisional Outturn March 2017			
Directorate	Budget £m	Actual £m	Variance £m
SCHH	69.3	69.8	0.5
Childrens Services	36.6	36.1	(0.6)
Community Services	46.7	46.5	(0.2)
Regeneration	5.9	5.7	(0.2)
Public Health	0.0	0.0	0.0
Chief Executive's	7.5	8.0	0.6
Resources	11.7	10.9	(0.8)
Corporate Costs	11.5	12.1	0.7
Total Excl Landlord Business	189.2	189.1	(0.1)
Schools	0.0	0.0	0.0
Landlord Business	0.0	0.0	(0.0)
Total	189.2	189.1	(0.1)

DEBT

6. Overall debt in March is £11.6M compared to February at £9.8M, £13.0M last year. Within that £4.2M is under 30 days (44%). Debt over 61 days is £4.6M (40%) compared to £4.5M (46%) in February 2017 and £5.4M last year. Work is continuing to analyse the debt and ensure effective and efficient recovery procedures are followed.

RESERVES POSITION

7. The general fund full year provisional outturn position includes a net £12.2M increase in earmarked reserves (EMR) - excluding Schools and HRA.

8. There was a use of (£4.2M) EMR by the Directorates, used for the purposes they were created.
9. This is offset by the creation of a £4.7M EMR for the New Homes Bonus (NHB) received in 2016/17. This was a conscious decision within the MTFP to both reduce reliance on NHB and to build a fund for investment. This leaves the NHB reserve at £6.8M including carry forward from 2015/16. There is also a release of (£2.5M) s31 Grant to offset discounts applied to NNDR, and an addition of £1.7M to release in 2017/18, both budgeted within the MTFP.
10. £8.8M of New Proposed Earmarked Reserves were created to carry into 2017/18 (see Table 2 below).
11. In addition, there is also a budgeted transfer to EMR of £0.5M to top up the Redundancy Reserve and £0.3M to top up the Insurance reserve. Public Health also contributed £0.2M to their reserves due to the ringfence on over/underspends. There is also an increase of £2.7M due to Grants received in advance with conditions attached.
12. See Appendix B for details of which EMR have been used.

Table 2 - 2016/17 Proposed New earmarked Reserves

Directorate	Earmarked Reserve	£K
Corporate Costs	Transformation	900
Corporate Costs	SEN Transport	250
Corporate Costs	Financing Charges and Capital Options	1,219
Childrens Services	Locality Options	200
Community Services	Civil Enforcement Officers	140
Community Services	Community Integration	100
Community Services	Construction Related projects	150
Community Services	Highways/Street Scene	1,300
Community Services	Legal	3,500
Regeneration	Sustainable Transport Bids	50
Regeneration	Employment Skills	100
CEO	IT Cloud Transition	900
		8,809
<u>Funded by</u>		
MRP Policy Change		(4,719)
Release of Contingency		(2,150)
Underlying Underspend		(1,940)
		(8,809)

General Reserves

13. The opening position for 2016/17 is £15.5M. There will be a further contribution of £0.05M in 2016/17 (in year underspend).

Council Priorities

14. Sound financial management contributes to the Council's Value for Money and enables the Council to successfully deliver its priorities. The recommendations will contribute indirectly to all 6 Council priorities.

Corporate Implications

Legal Implications

15. None.

Financial Implications

16. The financial implications are set out in the report.

Equalities Implications

17. Equality Impact Assessments were undertaken prior to the allocation of the 2016/17 budgets and each Directorate was advised of significant equality implications relating to their budget proposals.

Appendices

- Appendix A – Detailed Directorate Commentary
- Appendix B – Earmarked Reserves
- Appendix C – Debt Management
- Appendix D – Treasury Management

APPENDIX A – DIRECTORATE COMMENTARY

Social Care, Health and Housing (SCHH)

1. The Directorate General Fund outturn position is an overspend of £0.537M.

Month: March 2017		Provisional Outturn (subject to audit)				
Director	Budget	Actual	Proposed Transfer to Earmarked Reserves	Proposed Use of Earmarked Reserves	Net Use of Earmarked Reserves	Variance
	£000	£000	£000			£000
Social Care Health and Housing						
Director of Social Care, Health, Housing	247	1,004	-	(629)	(629)	128
Procurement and Customer Services	1,426	1,431	-	(25)	(25)	(20)
Housing Solutions (GF)	3,642	3,463	-	-	-	(179)
Care and Support	12,615	12,202	-	(68)	(68)	(481)
OPPD - Care Management	28,866	32,042	-	-	-	3,176
LD Care Management & MH Packages	21,376	20,638	-	-	-	(738)
Head of Integrated Services + Other IS	946	782	-	(12)	(12)	(176)
Commissioning	8,883	9,268	42	-	42	427
Resources	(8,701)	(10,311)	150	(140)	10	(1,600)
Total Social Care and Health	69,300	70,519	192	(874)	(682)	537

2. The Housing Solutions service reported an underspend of £0.179M. This was primarily due to savings on temporary accommodation. Management actions to reduce the use of bed and breakfast accommodation and maximise the supply of rented accommodation, reduced the dependency on costly temporary accommodation.
3. The Adult Social Care service (Care & Support, OPPD, Learning Disabilities/Mental Health and Integrated Services) is over budget by £1.871M (excluding customer contributions).
4. This division has to absorb the risk of increasing Older People, Physical and Learning Disability package volumes and costs. People are living longer and the costs of dementia are on the increase. Demographic pressure of £4.1M had been built into the budget to reflect the impact of both an ageing population and the additional costs associated with the transition of younger people with disabilities into Adult Social Care. There were, however, significant efficiency targets for this area totalling just short of £4.2M.
5. Within the Older People 65+ external package budgets, there was an overspend on residential and nursing placements of £1.216M (a decrease of £0.242M compared to the February forecast) offset by additional customer income which exceeded the budget by £1.333M.

There was an overspend on non-residential packages of £1.732M (this included new extra care contracts cost at Priory View and Greenfields). For non-residential services there was an overachievement of customer income of £0.546M.

Older People packages were £1.069M overspent. This was after allowing for the recovery of backdated funding of £0.500M re. long standing disputes regarding health and other local authority funding. Additional placement costs of £0.196M relating to the Greenacre re-provision were funded from the Outcome Based Commissioning Reserve.

6. The Directorate continues to track the impact of former self funders who exert pressure on residential and nursing placements budgets. Forty one have required council support during 2016/17 compared to thirty that required support for the same period in 2015/16. The full year cost in 2016/17 is estimated to be £0.800M.
7. Within Learning Disabilities, additional budget of £1.400M was provided to cover the impact of transitions in 2016/17 which included the full year effect of 2015/16 new customers and the part year effect of 2016/17 new customers. The budget was also increased to reflect carer breakdown costs for mid life customers estimated at £0.700M. Efficiency targets for this service area amounted to £1.100M. There was an underspend on packages of £0.867M.
8. There remain risks going into 2017/18 relating to the funding of customers being reviewed under the Winterbourne View national programme.
9. To support the pressure around temporary accommodation and the usage of Bed & Breakfast (B&B) accommodation, the Council agreed to invest £2.5M in purchasing asstes to be used for temporary accommodation. Approval was granted for a further £1.2M of funding from the HRA to purchase additional properties in 2016/17. Up to March 2017 ten purchases have been completed, with a further 4 purchases agreed, and due to take place in 2017-18. In addition, lower cost "leasing" options are being progressed to provide further bed spaces for temporary accommodation.
10. The service is also using private self contained accommodation on a nightly let basis where the net cost is significantly lower than B&B accommodation but still costly. The Council are utilising an additional 13 "satellite" properties and five Aragon properties as temporary accommodation, as well as specific supported accommodation in Houghton Regis and Leighton Buzzard. The previous peak of February 2017, when there were 124 households in temporary accommodation, has been exceeded at the end of March 2017 (to 157). The increase is due to the number of households approaching the Council for housing advice. 125 approached in February and a further 115 in March, many of whom are approaching as homeless and many with complex needs.
11. The Commissioning service overspent by £0.427m. The key variances were overspends within contracts and Learning Disability (LD) Transfer offset by Contracts and Commissioning Teams' pay.
12. The Resources division outturn was an under spend of £1.600m reflecting additional customer income of £2.285m offset by the reported £0.745M overspend against Assistant Director Resources, a consequence of the non-achievement of an efficiency relating to the Care Act.

Better Care Fund (BCF)

13. The overall funding for 2016/17 is set out below: There has been a mandated increase in the Bedfordshire Clinical Commissioning Group (BCCG) contribution compared to last

year.

14.

Funding Stream	2016/17 Plan £M
BCCG	15.276
CBC Disabled Facility Grant	1.315
CBC Additional Contribution	3.417
Under spend from 2015/16	0.586
TOTAL	20.534

15. The focus for 2016/17 was on Out of Hospital Care, Prevention and on Protecting Social Services.

16. The BCCG funding stream includes funding paid over to CBC of £4.038M.

17. HRA is subject to a separate report.

Children's Services

18. The Directorate outturn position for 2016/17 is a £0.621M underspend.

Month: March 2017	Provisional Outturn (subject to audit)					
Director	Budget	Actual	Proposed Transfer to Earmarked Reserves	Proposed Use of Earmarked Reserves	Net Use of Earmarked Reserves	Variance
	£000	£000	£000			£000
Children's Services						
Director of Children's Services	1,012	1,006	-	(12)	(12)	(18)
Children's Services Operations	23,061	21,948	260	(156)	104	(1,009)
LAC Placement Costs	9,068	9,725	-	-	-	657
Commissioning & Partnerships	3,637	3,602	-	(100)	(100)	(135)
Partnerships	555	664	-	(108)	(108)	1
Education Services	665	522	847	(816)	31	(112)
Total Children's Services (ex Schools / Overheads)	37,998	37,467	1,107	(1,192)	(85)	(616)
DSG + ESG Contribution to Central Support	(1,356)	(1,361)	-	-	-	(5)
Total Children's Services (excluding Schools)	36,642	36,106	1,107	(1,192)	(85)	(621)

19. Mitigating action and one off compensatory savings have been identified and achieved to cover the underlying overspend which relates to three main areas in Children's Services

Operations and Commissioning and Partnerships:

- £0.640M Independent Fostering and Adoption (IFA) and In-House Fostering where the budget only allowed for 58 IFA's and there are currently 69 (non Unaccompanied Asylum Seeking Children).
- £0.287M Children with Disabilities, and is due to an additional five out of area placements made since the budget build took place for 2016/17. Out of area placements are made as a last resort when a high level of short break provisions can no longer meet the need and safeguard the child and/or their family. This overspend has been reported each month.
- £0.324M overspend on the Youth Offending Service budget in Commissioning and Partnerships, mostly due to the increase in Remand Costs, which have significantly increased this year (£0.109M last year). The increase in remands is as a result of a small cohort of young people who have committed serious offences. Some remands have been extended whilst awaiting court dates and others where they would have absconded from any other type of lesser cost placement. A multi agency case audit is being undertaken, looking at five cases to better understand why these young people are in remand as CBC have an over representation of Looked After Children who are young offenders.

20. One off compensatory savings and part year efficiencies achieved (full year effect is included in the 2017/18 MTFP), mitigate the overspend areas and include:

- £0.207M reduction in the number of residential care home payments, leaving care placements and salary savings.
- £0.540M in Fostering & Adoption from a reduction in the number of allowances being paid, salary savings and increased Inter-agency income.
- £0.276M Intake & Family Support from salary savings and discretionary spend budgets.
- £0.372M in Commissioning and Partnerships mainly from increased income generation through the Academy of Social Work and Early Intervention including from a decrease in the number of subsidised courses and qualifications, increased learner contributions, increases in the number of learners, staffing restructuring and alignments and changes to terms and conditions. This includes £0.093M in Youth Support Services to offset Remand costs including holding staff vacancies and reducing the full time equivalent of posts, reduction in commissioning Not in Employment Education or Training (NEET) training given the DfE changes to tracking guidelines for those older than 18.

21. The tables below reflect the increased number of Looked After Children (LAC) and non care placements.

	March 2016		March 2017		% change
Number of LAC :		249		257	3.2%
In House Foster Placements	111		124		11.7%
Independent Foster Placements	70		69		(1.4%)
Residential Homes & Schools	13		10		(23.1%)
St Christopher's (Clophill & Bunyan Road)	6		7		16.7%
St Christopher's (Stewartby)	1		1		n/c
Semi - Independent Living (aged 16 & 17)	10		11		10%
Placed for Adoption/ with Parents	27		19		(29.6%)
Children with Disabilities (CWD Maythorn and Residential School)	4		5		25%
Young Offenders serving custodial sentences /Temp Accom / Youth Offending	6		8		33.3%
Parent & Baby Units	1		3		200%

	March 2016	March 2017	% change
Non care placements :			
Special Guardianship Orders	130	136	4.6%
Residential Orders		41	
Adoption Allowances	46	50	8.7%
Other information:			
Child Protection Plan	225	163	
Children in Need	1461	1359	
Number of Referrals (YTD)	2414	1871	

	Movement YTD Inc. UASC
LAC (29 th April 302)	+5
In House Placements (April 123)	+11
Independent Foster Placements (April 79)	-4
Semi Independent Living (April 38)	+7
Special Guardianship Orders (April 132)	+6

22. There are currently 26.6 fte agency staff across Children's Services Operations covering 23.8 fte vacant posts and 2.8 maternity leave and sickness absence.

Community Services

23. The full year outturn position for Community Services is an underspend of £0.159M.

Month: March 2017	Provisional Outturn (subject to audit)					
Director	Budget	Actual	Proposed Transfer to Earmarked Reserves	Proposed Use of Earmarked Reserves	Net Use of Earmarked Reserves	Variance
	£000	£000	£000			£000
Community Services						
Community Services Director	327	270	-	-	-	(57)
Highways Transportation	17,874	18,964	369	(281)	88	1,178
Environmental Services - Waste	19,117	18,669	180	(379)	(199)	(647)
Environmental Services - Other	4,966	4,791	641	(452)	189	14
Assets (including Working Smarter)	4,368	4,268	-	(547)	(547)	(647)
Total Community Services	46,652	46,962	1,190	(1,659)	(469)	(159)

Community Services Director

24. Community Services Director is underspent by £0.057M with the majority of this relating to staffing. The staffing budget includes budget relating to a restructure which will be transferred to the appropriate service once this has been concluded.

Highways Transportation

25. Highways and Transportation is overspent by £1.178M. This is explained further in paragraphs 26 – 28.
26. Educational Transport has an overspend of £1.247M, this is mostly due to increases in Special Educational Needs costs of £0.841M where the number of routes have increased from 120 in 2015/16 to 210 this year and the overall costs per route have also increased. Mainstream routes have also increased with a £0.215M overspend and Extended Rights to travel are also showing £0.358M expenditure over and above the £0.167M government grant received. These overspends have been slightly offset by additional income of £0.145M with this coming from out of county travel and replacement bus passes.
27. Highways Contracts have an underspend of £0.295M. The majority of this is due to additional income of £0.997M including £0.634M for section 38 and 278. The additional income has been partially offset by overspends on highways work of £0.484M with some of the larger areas being Emergency Response which has overspent by £0.337M due to pressures within the area and the new contract. Street lighting which is overspent by £0.303M due to the backlog on repairs left over from the Amey contract.

There have been underspends on bridge repairs (£0.191M) where the amount of work completed in year has been less than anticipated and Fixed Cost Services due to expenditure on signals not being incurred. Staffing came in £0.005M under budget, this covers the underachievement on capitalisation of £0.101M which was offset by underspends on salaries due to vacancies. Due to an overall underspend across Community Services it was decided that £0.150M would be transfer to create an Earmarked reserve for Construction Related Projects.

28. Passenger Transport Services has an overspend of £0.226M of which £0.460M relates to staffing costs which the majority is for agency costs for cover for vacancies due to delays in recruitment. £0.084M relates to Premises & Transport including the contract hire of

vehicles as owned vehicles are not suitable. Additional income from vehicle hire, concessionary fares and cross boundary income of £0.112M and a reduction in concessionary fares of £0.168M.

Environmental Services

29. Environmental Services is underspent by £0.633M. This is explained further in paragraphs 30 – 35.
30. Libraries are £0.202M underspent. There is a staffing underspend of £0.310M due to the restructure of hours within the library service which has meant that vacant positions have not been filled. There are also underspends on car mileage £0.017M as a result of fewer staff, vehicle fuel, maintenance and repairs of the library link van and the Hub costs for the Library management service have come in lower than anticipated by £0.011M which has resulted in an underspend. There is a £0.079M reduction in income against both Leighton Buzzard Theatre (£0.033M due to lower ticket sales and bar receipts), and the library service and fines (£0.046M). There are additional costs at Dunstable library of £0.046M relating to the book fund, £0.020M to replace children's furniture in several libraries and £0.013M for consultancy work reviewing the back office costs.
31. Emergency Planning has underspent by £0.036M. There is a £0.075M staffing underspend due to long term sickness and vacancies offset by income from the Clinical Commissioning Group of £0.040M which is no longer being received as they are not currently part of an agreement to set up a joint planning unit for the Bedfordshire Local Resilience Forum.
32. Public Protection has a £0.189M overspend. The majority of this is due to overspends on staffing costs (£0.191M) due to a delayed restructure; There have also been slight overspends against Disclosure Barring Service charges and licencing refunds which relate to knowledge test fails. These have been offset by additional income of £0.026M for licencing, pollution and food safety courses.
33. Community Safety has underspent by £0.043M, this is due to salary costs in respect of vacancies. A reduction in private contractor costs as the poles from the decommissioned CCTV cameras are now no longer being removed. This is offset by overspends for professional services for YMCA refuge and safelive. Due to an overall underspend across Community Services it was proposed that £0.100M would be transfer to create an Earmarked reserve for Community Integration.
34. The Waste Service has a £0.648M underspend. There is a £0.266M underspend on waste collection due to savings on the new Biffa contract, £0.128M underspend on kerbside and street cleansing, underspends on Landfill Tax of £0.050M due to a reduction in tonnage, £0.205M underspend on Household Waste Recycling Centres (HWRC) due to the temporary closure of Ampthill and Leighton Buzzard, £0.140M underspend on salary costs due to vacancies and reduced hours and £0.040M underspend on repairs and maintenance due to the renovation of Ampthill and Biggleswade HWRC. These are partially offset by underachievement of £0.196M in recycle income due to contamination and contract disputes.
35. Parking has an overspend of £0.102M after the transfer to reserves of £0.340M, this is

due to additional income of £0.181M from car parks and an underspend on salaries of £0.106M which has been partially offset by overspends on costs at Flitwick car park including the rates which have come in higher than budget.

36. **Assets** are £0.647M under budget.
37. The main driver is in Head of Facilities where there is an underspend of (-£0.747M) which is mainly due to:-
- One off PFI contractual obligations of insurance refund (-£0.277M)
 - Recharges to tenants for occupation of Kingsland both for current and prior years (-£0.226M).
 - Final costs for Technology House (-£0.030M)
 - Lower staff costs due to vacant posts (-£0.058M)
 - Recharge for staff time spent on in house care homes (-£0.029M)
 - Lower utility costs due to the carbon reduction capital projects and mild winter conditions (-£0.148M)
 - Credit for Kingsland disputed water bill and lower usage (-£0.053M)
 - Lower usage of post services (-£0.039M)
 - Reduced spend on cleaning consumables and waste (-£0.070M)
 - Lower demand for emergency repairs and other FM services (-£0.075M)
 - Pressure for continued occupation of Stephenson Court and Houghton Lodge £0.236M
 - Pressure for Landlord obligations on Cyclical Maintenance £0.021M
38. Corporate Assets are £0.060M over budget spread across numerous cost centres.
39. The Chief Assets Officer area is over budget by £0.042M again spread across numerous cost centres.

Regeneration and Business Support

40. The full year projected outturn position for 2016/17 is a £0.241M underspend.

Month: March 2017	Provisional Outturn (subject to audit)					
Director	Budget	Actual	Proposed Transfer to Earmarked Reserves	Proposed Use of Earmarked Reserves	Net Use of Earmarked Reserves	Variance
	£000	£000	£000			£000
Regeneration and Business						
Director	867	755	-	-	-	(112)
Business & Investment	881	220	932	-	932	271
Development Infrastructure Division	4,161	3,035	726	-	726	(400)
Total Regeneration and Business	5,909	4,010	1,658	-	1,658	(241)

41. The Director's group has an overall underspend of £0.112M. The majority of the underspend relates to staffing, due to vacant posts and staff not being at the top of their

grade. This has been partially offset by an overspend within Professional services of £0.053M due to costs for assessment and analysis work.

42. Business and Investment has an overspend of £0.271M. The majority of the overspend relates to staffing costs of £0.121M (£0.032M for salaries, £0.032M for Agency and £0.054M for the shortfall in capitalisation), there have also been overspends on Adverts and publicity including Venture Day, Be Central and Commercial Property Monthly.

The European Regional Development Fund is showing as an in year overspend of £0.055M which relates to the balance of the spend as at 31.3.17, which over the life of the project will come to zero. These overspends have been partially offset by additional income of £0.040M from Bedford and Luton Councils in respect of the European Skills Funding bid and underspends in professional services of £0.089M.

43. The Development Infrastructure Division which includes areas of transport strategy has an underspend of £0.400M. The underspend is a result of the following: additional income of £0.543M of which £0.382M is due to higher levels of planning applications, underspends against staffing of £0.568M which is the net result of vacancies across the division (there are currently 12 vacant positions) some of which have been covered through agency and underspends against building repairs as dangerous structure costs have been met via the insurance of the building owners, and no requests for town centre maintenance.

This additional income and underspends are offset by overspends on Professional services of £0.617M, of which £0.479M is on Local plan which is now being met from underspends within the directorate so that the earmarked reserve can be used for expenditure in 2017/18. The one-off pieces of work include Transport modelling £0.071M, parking strategy £0.046M. Legal costs are overspending by £0.117M due to the costs of counsel representation in a number of cases.

Public Health

44. Public Health's outturn is a balanced budget after proposed use of reserves. The Public Health grant is currently ringfenced so any under/overspend results in a movement against the carried forward reserve from 2015/16.

Month: March 2017	Provisional Outturn (subject to audit)					
Director	Budget	Actual	Proposed Transfer to Earmarked Reserves	Proposed Use of Earmarked Reserves	Net Use of Earmarked Reserves	Variance
	£000	£000	£000			£000
Public Health						
Director of Public Health	(12,060)	(12,295)	235	-	235	-
Assistant Director of Public Health	12,095	12,091	4	-	4	-
Total Public Health	35	(204)	239	-	239	-

Chief Executive

45. The Chief Executive Team is overspent by £0.552M

Month: March 2017		Provisional Outturn (subject to audit)				
Director	Budget	Actual	Proposed Transfer to Earmarked Reserves	Proposed Use of Earmarked Reserves	Net Use of Earmarked Reserves	Variance
	£000	£000	£000			£000
Chief Executive's						
Chief Executive	306	298	-	-	-	(8)
Communications	1,121	1,075	-	-	-	(46)
IT	6,045	6,651	-	-	-	606
Total Chief Executive's	7,472	8,024	-	-	-	552

46. In Chief Executive's there is a net pressure of £0.552M the majority of which is within IT where there is an overspend of £0.606M mainly due to contract and software expenses, recruitment of contract staff and an increase in professional services in order to meet the demands of the Council's Digital Transformation programme.

Resources

47. The Resources Directorate delivered an underspend of £0.834M.

Month: March 2017		Provisional Outturn (subject to audit)				
Director	Budget	Actual	Proposed Transfer to Earmarked Reserves	Proposed Use of Earmarked Reserves	Net Use of Earmarked Reserves	Variance
	£000	£000	£000			£000
Resources						
Finance	5,172	5,661	315	(1,105)	(790)	(301)
Housing Benefit Subsidy	(597)	(651)	-	-	-	(54)
ICS Director	113	143	-	(63)	(63)	(33)
Legal Services	2,026	1,866	-	-	-	(160)
Governance	2,413	2,339	112	(18)	94	20
People	2,568	2,326	-	(64)	(64)	(306)
Total Resources	11,695	11,684	427	(1,250)	(823)	(834)

48. Finance

There is a net underspend of -£0.301M in Finance mainly as a result of higher than previously forecast Housing Benefit Admin Grant (-£0.128M); the reduction in this funding from the Department of Works & Pensions (DWP) was lower than expected for 2016/17. This impact of this has been reduced in part by higher than previously forecast agency costs as a result of a drive to improve performance following high staff turnover (£0.093M).

There were also higher Court Costs recovered in Revenues of -£0.168M. The final position of the Housing Benefit (HB) Subsidy claim was a net surplus of -£0.054M. There

are also smaller savings in other areas of Finance amounting to a net saving of -£0.020M.

49. **Governance**

Coroner Services is £0.163M over budget, of which £0.070M is CBC's share of cost increases as a result of increase of mortuary fees charged from Luton & Dunstable Hospital and increase in costs resulting from the transfer in of Coroner's officers from Bedfordshire Police and £0.090M resulting from CBC picking up a larger share of the overall costs whilst discussions between relevant parties on cost apportionment continue.

Registration Services are above budget by £0.031M with the largest variance being the CBC share of one off dilapidation charges following the termination of the lease at the Pilgrim Centre.

50. There is an unachievable efficiency in the former Director ICS cost centre relating to merging of common functions (£0.100M) offset by savings from Director of ICS post (-£0.135M).

51. Other variances include higher than expected in year savings on existing Legal Services Budget (-£0.161M), lower training activity than previously expected being carried out in this financial year (-£0.187M), Local Land Charge provision for legal costs which was not required in full (-£0.070M) and savings against the Members' budget (-£0.091M).

Corporate Costs

Corporate Costs

52. Overall Corporate Costs is £0.711M over budget after movements to and from reserves.

Month: March 2017	Provisional Outturn (subject to audit)					
Director	Budget	Actual	Proposed Transfer to Earmarked Reserves	Proposed Use of Earmarked Reserves	Net Use of Earmarked Reserves	Variance
	£000	£000	£000			£000
Corporate Costs						
Debt Management	13,646	8,112	4,719	-	4,719	(815)
Premature Retirement Costs	2,756	2,530	-	(12)	(12)	(238)
Corporate Public Health Recharges	(631)	(605)	-	-	-	26
Corporate HRA Recharges	(120)	(120)	-	-	-	-
Efficiencies	130	(121)	-	-	-	(251)
Contingency and Reserves*	(4,297)	(10,835)	8,527	-	8,527	1,989
Total Corporate Costs	11,484	(1,039)	13,246	(12)	13,234	711

53. Debt Management was £0.815M below budget due to lower than budgeted borrowing rates and a change to short term borrowing strategy (-£0.534M) and applying premia associated with historical debt restructuring (-£0.158M).

54. There were also savings in Premature Retirement Costs of -£0.238M due to the CBC recharge from Bedfordshire Pension Scheme being lower than expected.

55. Within Efficiencies, there was a budgeted increase for the National Living Wage which was not required in full (-£0.210M). There is also a saving of -£0.041M as a result of higher than budgeted income from staff purchase of annual leave in 2016/17.
56. The £13.234M contribution to reserves relates to New Homes Bonus (£4.7M), a change in the way in which the Minimum Revenue Provision is accounted for (£4.7M), the release of the budgeted contingency upon which no call was made (£2.1M) and also an increase to the Corporate Redundancy reserve (£0.5M) and the Insurance Reserve (£0.3M).
57. The Minimum Revenue Provision movement is a rescheduling of the repayment of capital borrowing and does not reduce the overall amount of cash required to repay debt in the long term.

Appendix B – Earmarked Reserves

Description	Opening Balance 2016/17	Spent	Released	Technical Movements (funds received for activity in the following year)	Balance before new transfers	New Proposed transfers	Proposed Closing Balance 2016/17	MEMO: Net movement after proposals
	£000	£000	£000	£000	£000	£000	£000	£000
Social Care Health and Housing Reserves								
Deprivation of Liberty Safeguards	426				426		426	-
Winter Pressure 12/13 "Care Act"	20				20		20	-
Winter Pressure 13/14 "Care Act"	55				55		55	-
Mental Health Action Plan	60				60		60	-
Outcome Based Commissioning	2,484	(576)			1,908		1,908	(576)
Integrated Approaches	505	(140)		192	557		557	52
Better Care Fund	43				43		43	-
Support and Aspiration Grant	50				50		50	-
Welfare Reform - local welfare provision grant	112				112		112	-
Zero Base Review grant	18				18		18	-
Total Social Care, Health and Housing	3,773	(716)	-	192	3,249	-	3,249	(524)
Children's Services Reserves								
Fostering & Adoption	95				95		95	-
Childrens Homes Co-location	-				-		-	-
Partnership Reserves inc Performance Reward Grant, LSP Sustainable Neighbourhoods and Assets of Community Value	198	(18)			180		180	(18)
SEN Reserves inc. Support and Aspiration Grant and Children's & Families Act	185	(95)			90		90	(95)
Locality Options						200	200	200
Children's Services Unspent Grant Income	403			60	463		463	60
Total Children's Services	880	(113)	-	60	827	200	1,027	147

Description	Opening Balance 2016/17	Spent	Released	Technical Movements (funds received for activity in the following year)	Balance before new transfers	New Proposed transfers	Proposed Closing Balance 2016/17	MEMO: Net movement after proposals
	£000	£000	£000	£000	£000	£000	£000	£000
Community Services Reserves								
Leisure Centre Reinvestment Fund	179				179		179	-
Integrated consumer protection	116	(10)			106		106	(10)
Transport Fund	92	(1)		200	291		291	199
Community Safety partnership fund	94	(39)			55		55	(39)
Community Safety Grant	119				119		119	-
Bedford & Luton Resilience Forum	65			2	67		67	2
Financial Investigation Unit	579	(237)		199	541		541	(38)
Biggleswade wind farm	23				23		23	-
countryside access grant	23				23		23	-
Woodside connection options appraisal	39	(39)			-		-	(39)
Rationalisation of Accommodation	243	(243)			-		-	(243)
Rural Payments	3				3		3	-
Sundon Landfill	421	(104)		180	497		497	76
Facilities Security	100	(58)			42		42	(58)
Street Scene Improvements	500	(102)			398		398	(102)
S38 works - Warren Farm and HN2/ Bidwell West	-			219	219		219	219
Community Safety	500				500		500	-
Civil Enforcement Officers	-				-	140	140	140
Community Integration	-				-	100	100	100
Construction Related Projects	-				-	150	150	150
Total Community Services	3,096	(833)	-	800	3,063	390	3,453	357

Description	Opening Balance 2016/17	Spent	Released	Technical Movements (funds received for activity in the following year)	Balance before new transfers	New Proposed transfers	Proposed Closing Balance 2016/17	MEMO: Net movement after proposals
	£000	£000	£000	£000	£000	£000	£000	£000
Regeneration Reserves								
Career Development framework	33				33		33	-
External Funded Regeneration reserve	270				270		270	-
Local Development Framework	327				327		327	-
Minerals and Waste partnership funds	104				104		104	-
NIRAH	49				49		49	-
Business growth grants	40			75	115		115	75
Flood Defence	555				555		555	-
Building control	327			58	385		385	58
Unauthorised Development	159				159		159	-
Neighbourhood planning grant	65			15	80		80	15
Food Enterprise Zone	29				29		29	-
Self Build				20	20		20	20
Estate Regeneration Fund				757	757		757	757
PPA - training				530	530		530	530
Albion Archaeology	25			53	78		78	53
Sustainable Transport Bids	-				-	50	50	50
Employment Skills	-				-	100	100	100
Total Regeneration	1,983	-	-	1,508	3,491	150	3,641	1,658
Public Health Reserves								
Public Health Grant Reserve	1,546	34			1,580	235	1,815	269
Risk reserve	-				-		-	-
Total Public Health	1,546	34	-	-	1,580	235	1,815	269
Chief Executive's								
Pan Public Sector Funding	28				28		28	-
Customer First	13				13		13	-
IT Cloud Transition	-				-	900	900	900
ICT Webcasting	55				55		55	-
Total Chief Executive's	96	-	-	-	96	900	996	900

Description	Opening Balance 2016/17	Spent	Released	Technical Movements (funds received for activity in the following year)	Balance before new transfers	New Proposed transfers	Proposed Closing Balance 2016/17	MEMO: Net movement after proposals
	£000	£000	£000	£000	£000	£000	£000	£000
Resources								
Housing Benefit Subsidy Audit Reserve	500				500		500	-
NNDR Discretionary Relief & NNDR Bad Debts	946				946		946	-
Elections Fund	132			112	244		244	112
Individual Electoral Registration	59	(18)			41	-	41	(18)
ICS - HR Apprentices & Graduates (£0.2m held in Corporate at year end)	297	(43)			254		254	(43)
Total Resources	1,934	(61)	-	112	1,985	-	1,985	51
Corporate Reserves	-	-	-	-	-	-	-	-
Redundancy/Restructure Reserve	663	(775)		500	388		388	(275)
Insurance reserve	4,052	(1,093)		315	3,274		3,274	(778)
Welfare Reform	400	(90)			310		310	(90)
Teachers' Pensions	241	(12)			229		229	(12)
s31 NNDR Income to offset NNDR discounts	2,532		(2,532)		-	2,151	2,151	(381)
Planning Decisions Legal Challenge	300				300		300	-
Weed Spraying	93	(93)			-		-	(93)
Grass Cutting	77	(77)			-		-	(77)
Town Centre jet wash	27	(27)			-		-	(27)
Road Marking Line renewal	35	(35)			-		-	(35)
Community resilience	500	-			500		500	-
Tackling Safety and Vulnerability & Transforming Lives	635	(59)			576		576	(59)
New Homes Bonus	2,055			4,677	6,732		6,732	4,677
Impact of Funding Deficits	1,200	(219)			981		981	(219)
Smoothing MRP payments/Financing Charges and Capital Options	926				926	1,219	2,145	1,219
Transformation (Invest to save, Transforming service delivery)	700	(21)			679	900	1,579	879
Independent careers service	250				250		250	-
SEN Transport	-				-	250	250	250
Highways/Street Scene	-				-	1,300	1,300	1,300
Legal	-				-	3,500	3,500	3,500
Planning enforcement	200	(17)			183		183	(17)
Corporate infrastructure Reserves	-				-		-	-
Business Operations	200				200		200	-
Total Corporate Reserves	15,086	(2,518)	(2,532)	5,492	15,528	9,320	24,848	9,762
Total Earmarked Reserves (General Fund)	28,395	(4,207)	(2,532)	8,164	29,820	11,195	41,015	12,620

Appendix C - Debtors

- Overall debt in March is £11.6M compared to February at £9.8M, £13.0M last year. Within that £5.9M is under 30 days (51%). Debt over 61 days is £4.6M (40%) compared to £4.5M (46%) in February 2017 and £5.4M last year. Work is continuing to analyse the debt and ensure effective and efficient recovery procedures are followed.

Mar-17																			
DIRECTORATE	1 to 14 Days		15 to 30 Days		31 to 60 Days		61 to 90 Days		91 to 270		271 to 365		1 year and		Total Debt		Over 61		MoM
	£k	%	£k	%	£k	%	£k	%	£k	%	£k	%	£k	%	£k	%	£k	%	
Social Care Health & Housing	1,080	23%	873	19%	87	2%	108	2%	819	18%	412	9%	1,227	27%	4,606	91%	2,566	56%	-7
Children's Services	117	51%	67	29%	11	5%	9	4%	20	9%	4	2%	2	1%	230	98%	35	15%	-13
Community Services	150	10%	755	49%	160	10%	105	7%	115	8%	18	1%	225	15%	1,528	99%	463	30%	-529
Regeneration	371	8%	1,727	38%	841	19%	437	10%	828	18%	60	1%	248	5%	4,512	99%	1,573	35%	716
Corporate	64	46%	14	10%	17	12%	1	1%	0	0%	4	3%	38	28%	138	97%	43	31%	-41
Public Health	663	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	663	0%	0	0%	-6
Unallocated & Non Directorate	-10	14%	-4	6%	-1	1%	-4	6%	-3	4%	-6	8%	-43	61%	-71	92%	-56	79%	-4
GRAND TOTAL	2,435	21%	3,432	30%	1,115	10%	656	6%	1,779	15%	492	25%	1,697	15%	11,606		4,624	40%	116
PREVIOUS MONTH	2,314		1,931		1,004		1,142		1,155		552		1,660		9,758				
House Sales	45		38		17		28		182		113		1,039		1,462				

- The largest items of note within the total debt are:

- SCHH debt at the end of March was £4.606M of which £0.069M was HRA related (reported separately in the HRA report). Of the £4.537M General Fund debt (£4.261M for February), £1.881M is Health Service debt (£2.203M for February). Of the remaining general debt of £2.656M, £1.448M (55%) is more than 60 days old. Of this, all is under active management (with solicitors, payable by instalments etc.) with none under query or scheduled to be written off.
- Health Service debt at the end of March was £1.881M of which £1.072M or 57% is more than 60 days. All debts are under active management. A schedule of all outstanding debts is being shared and discussed regularly with the Bedfordshire CCG.
- Total debt for Children's Services is £0.230M (£0.249M in February) of which £0.035M (15%) is debt over 61 days.
- Community Services total debt is £1.528M (£1.223M in February) of which £0.463M (30%) is debt over 61 days and is being actively pursued.
- Regeneration total debt is £4.512M (£2.490M in February) of which £2.098M is less than 30 days old. £1.573M (35%) is over 61 days.

- Overall Corporate debt (Chief Executive and Resources) is £0.138M (£0.149M in February). Of this there is £0.043M (31%) is over 61 days old.
- Public Health debt is £0.663M all of which is current.

Debt Write Offs

SUMMARY Q4 Jan - Mar

WRITE OFF	NUMBER	VALUE
£0 - £5,000	36	£ 28,045.44
£5,000 - £10,000	1	£ 5,551.20
£10,000 - £50,000	3	£ 65,564.96
>£50,000	0	£ -
TOTAL	40	£99,161.60

(of which legacy £11,759.33)

Annual Summary

WRITE OFF	NUMBER	VALUE
£0 - £5,000	170	£ 116,796.14
£5,000 - £10,000	5	£ 33,874.52
£10,000 - £50,000	4	£ 79,187.42
>£50,000	0	£ -
TOTAL	179	£229,858.08

(of which legacy £19,513.05)

Appendix D - Treasury Management

Borrowing

As at 31 March 2017, the Council's total borrowing was £347.8M. Of this amount, £262.0M was with the Public Works Loan Board (PWLB), £72.3M was short-term temporary debt from other local authorities and £13.5M was market debt from banks. The table below also shows the split between the General Fund and HRA.

	PWLB Fixed £M	PWLB Variable £M	Temporary Debt £M	Market (LOBO) £M	Total £M
General Fund	97.0	0.0	72.3	13.5	182.8
HRA	120.0	45.0	0.0	0.0	165.0
TOTAL	217.0	45.0	72.3	13.5	347.8

To manage interest rate risk, the profile of debt is split so that overall the Council has 62% fixed rate PWLB debt, 13% variable rate PWLB debt, 21% short-term temporary debt and 4% fixed rate market (LOBO) debt; this is shown in A1 on the Treasury Management Performance Dashboard.

Based on the latest available annual benchmark analysis conducted by the Chartered Institute of Public Finance and Accountancy (CIPFA), A2 of the Dashboard shows the Council's cost of borrowing is significantly lower than the 4.4% average annual interest rate paid by other local authorities. The average annual interest rate paid by the Council was 2.8% as at 31 March 2016, which is mainly due to a higher proportion of variable rate and short-term temporary debt.

In line with the Council's borrowing strategy, new short-term temporary borrowing was taken out during Quarter 4 at a cost of between 0.25% p.a. and 0.45% p.a. (inclusive of brokerage fees).

Investments

When investing, the Council prioritises security and liquidity and aims to achieve a yield commensurate with these principles. To diversify the investment portfolio, the Council continues to invest in a range of funds such as notice accounts, call accounts and Money Market Funds as well as using a number of different financial institutions. B1 of the Dashboard shows the breakdown by investment counterparty as at 31 March 2017. It should be noted that as cash investments are maintained at minimal levels for operational purposes, the £5.3M long-term investment in the UK commercial property-based Lime Fund now represents a higher proportion of total investments even though the cash amount invested in it has not changed.

The latest available CIPFA Treasury Management benchmarking results are as at 31 December 2016. B2 of the Dashboard shows that the Council's average rate of return on investments was 1.7% which was higher than the benchmarked local authority average of 1.0% – this was due to the relatively high investment return on the Lime Fund (inclusive of capital appreciation).

In addition to the Lime Fund investment, the Council has cash deposits placed on varying interest rates ranging between 0.15% and 0.55%. The Council holds the majority of its investments in liquid form so it is available for cash flow purposes. As at 31 March 2017, the Council held cash investments of £9.2M (exclusive of the £5.3M Lime Fund investment). Of the total cash investment balance, £8.2M was held in liquid form in instant access call accounts and Money Market Funds (MMFs); and the remaining £1.0M was in a notice account.

Cash Management

The average cash balance the Council holds is considerably lower than other benchmarked authorities. The 12-month rolling average cash balance as at the 31 December 2016 - for the Council was £27.0M compared to a benchmark average of £110.9M. This reflects the Council's long-standing strategy of holding low cash balances to reduce investment counterparty risk and contain borrowing costs by utilising internal cash balances in lieu of external borrowing to fund capital expenditure.

Outlook

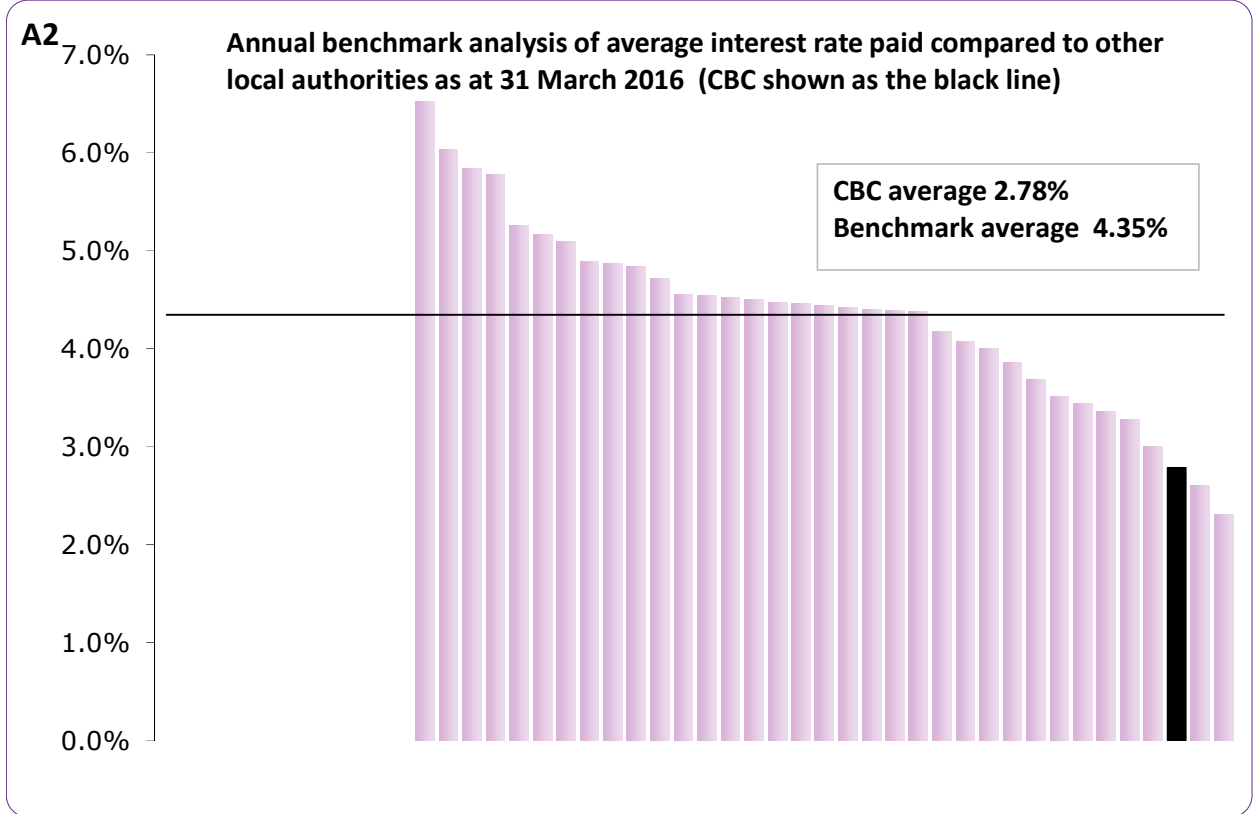
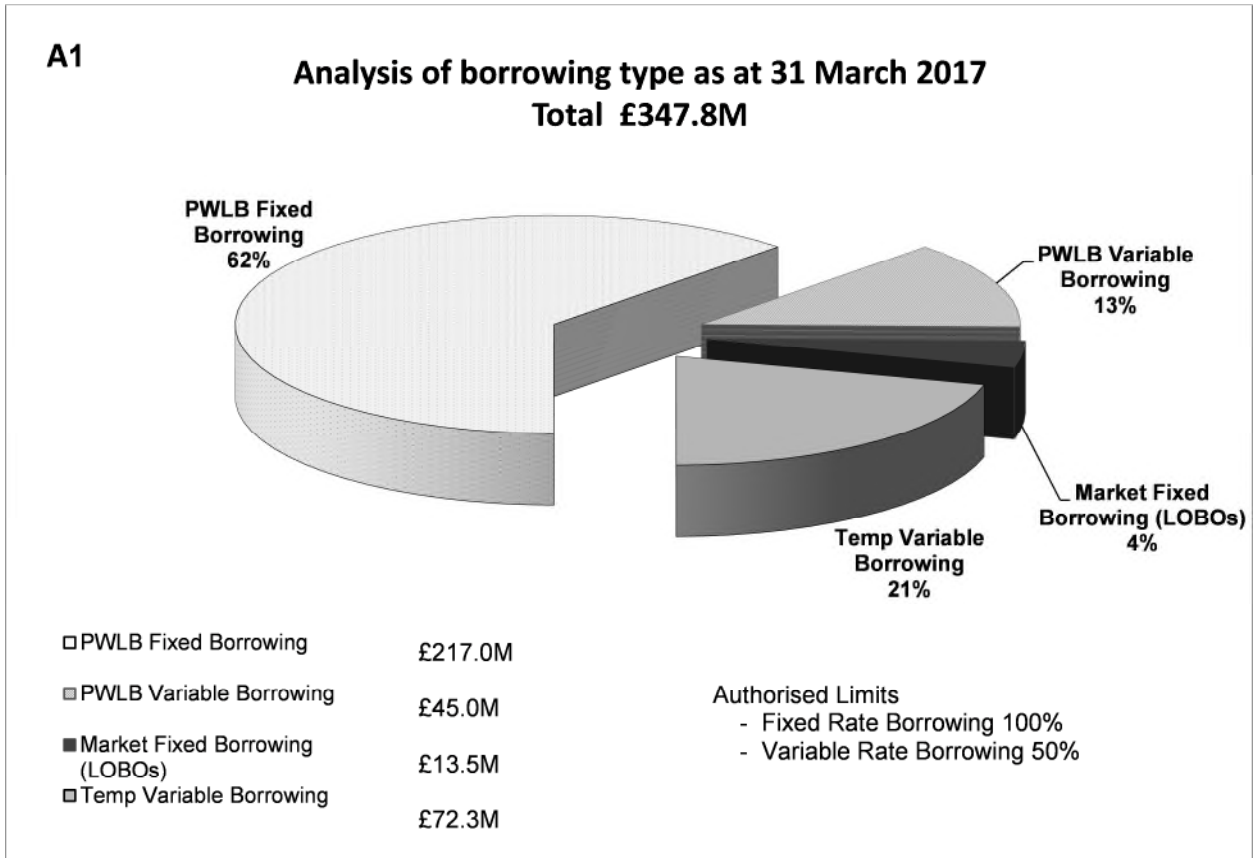
The Council's treasury advisers, Arlingclose, do not expect the Bank of England to raise the Bank Rate from its current level of 0.25% over the next three years. The currency-led rise in CPI inflation (2.3% in the year to March 2017) will continue, breaching the Bank of England's 2.0% target in 2017. However, the Bank is expected to look through inflation overshoots over the course of 2017 when setting interest rates so as to avoid derailing the economy given the pressure on household spending and business investment.

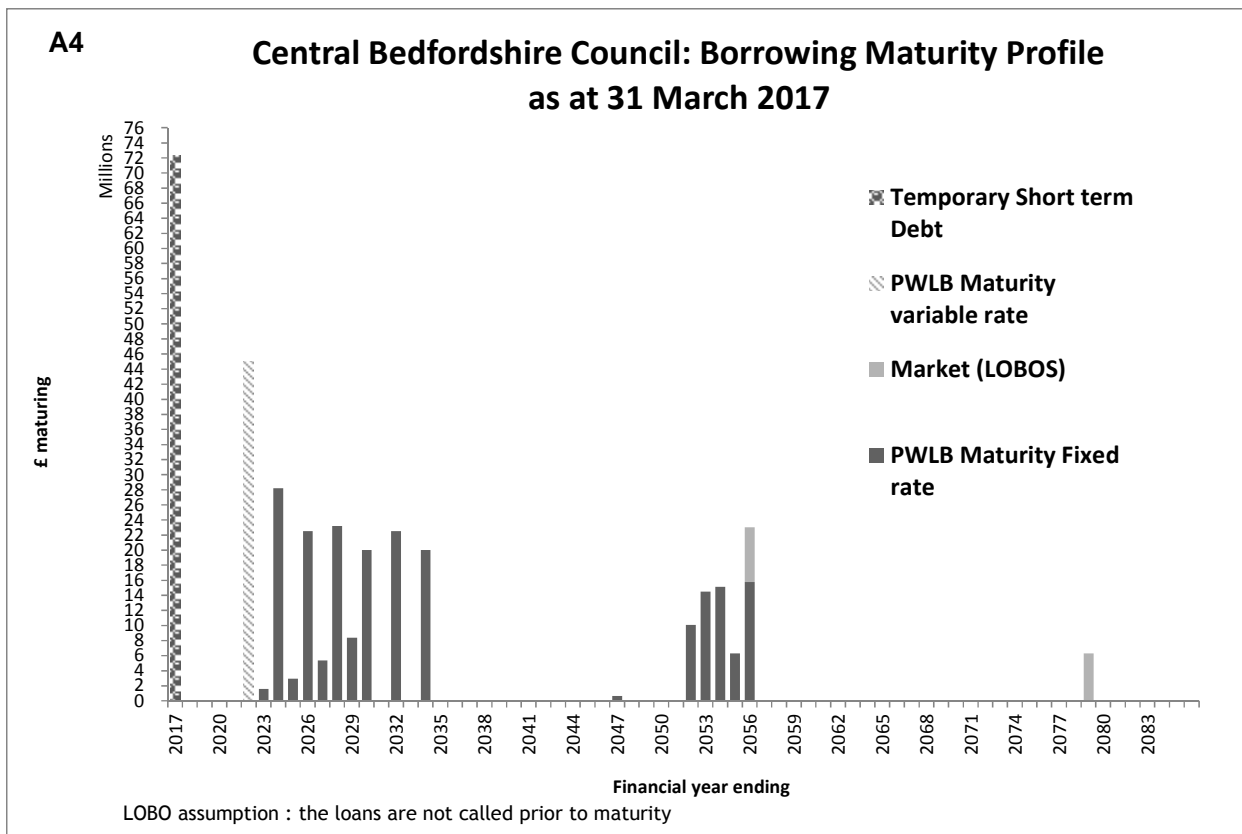
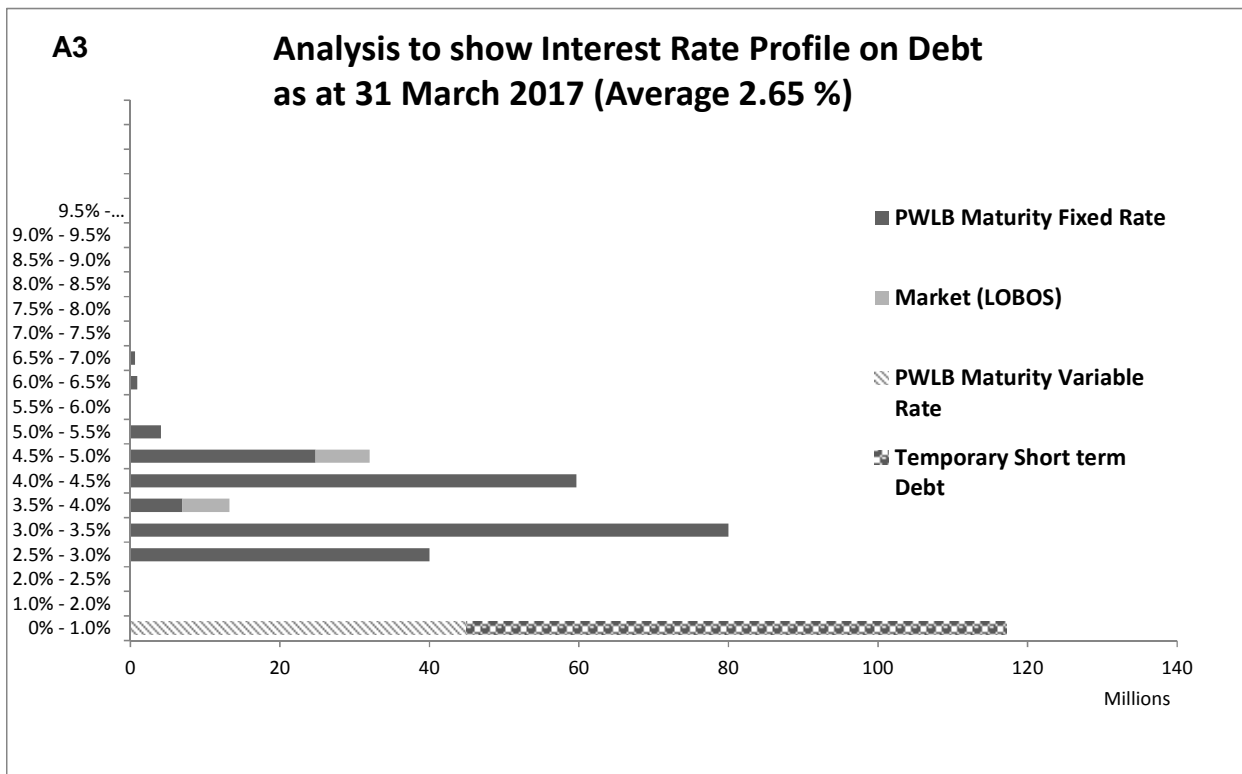
Over the financial year, the Council has continued to source its new borrowing requirements from other local authorities on a short-term temporary basis. The low market interest rates for temporary debt offer revenue cost savings relative to borrowing on a long-term basis from the PWLB. This borrowing strategy assumes that interest rates will continue to remain at historically low levels for the medium term.

However, the Council advised by Arlingclose will continue to monitor long-term rates with a view to fixing a portion of any borrowing requirement if rates available are viewed as favourable.

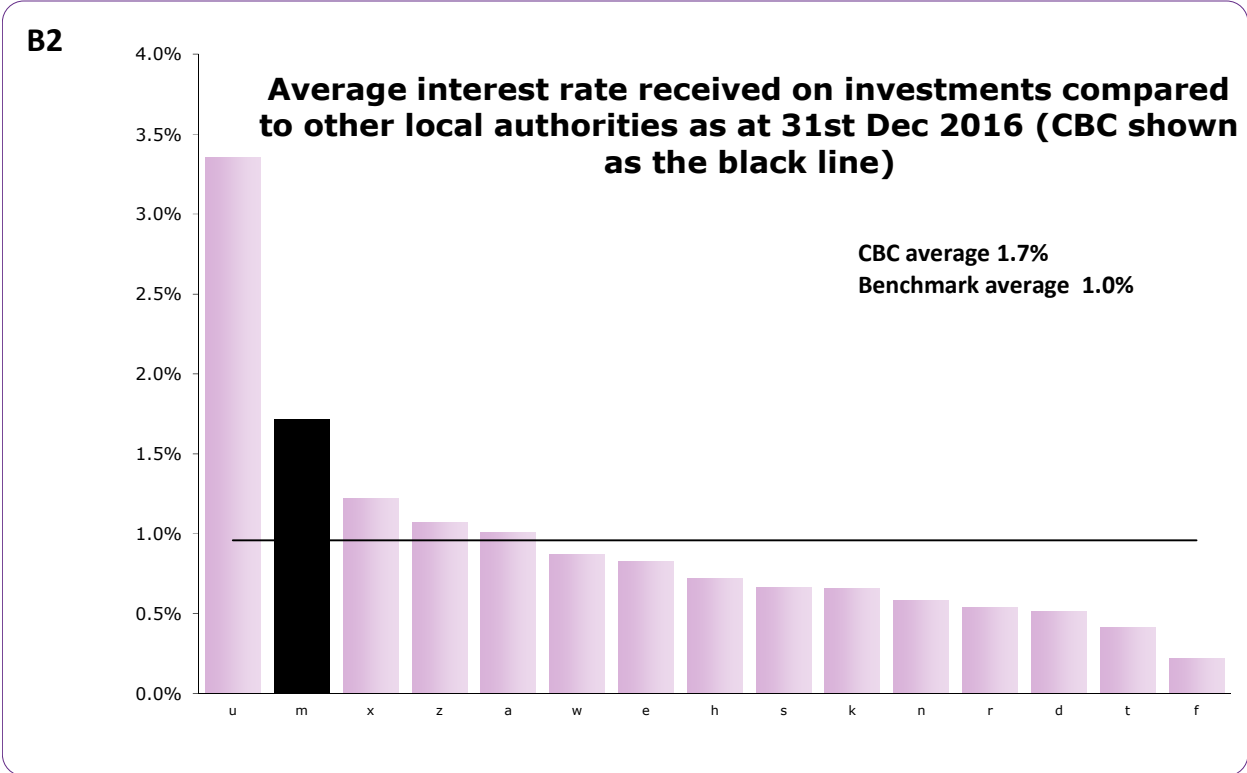
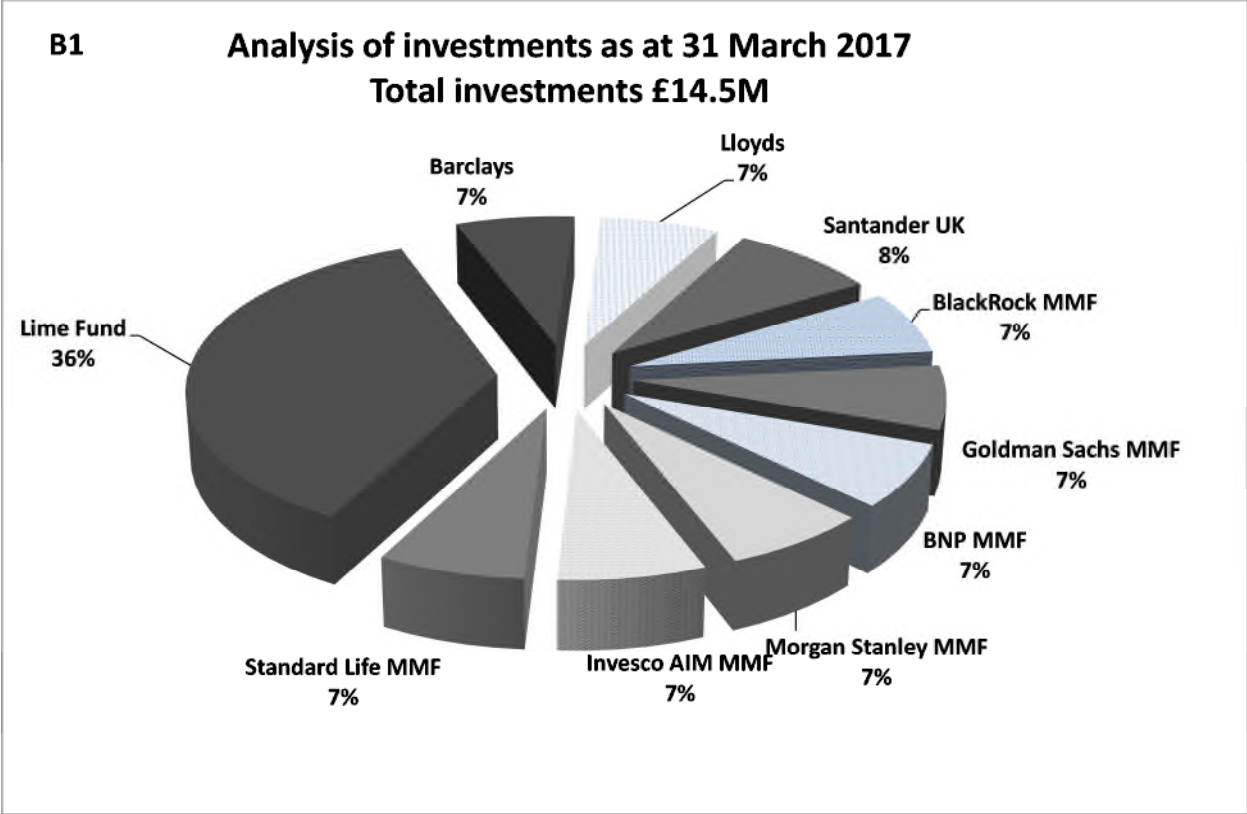
Treasury Management Performance Dashboard

SECTION A: DEBT INFORMATION





SECTION B: INVESTMENT INFORMATION



This page is intentionally left blank

Central Bedfordshire Council

EXECUTIVE

20 June 2017

**March 2017 Capital Budget Monitoring Provisional Outturn Report
(subject to audit)**

Report of: Cllr Richard Wenham, Deputy Leader and Executive Member for Corporate Resources

richard.wenham@centralbedfordshire.gov.uk

Responsible Director: Charles Warboys, Director of Resources & S151 Officer

charles.warboys@centralbedfordshire.gov.uk

This report relates to a non key decision

Purpose of this report

1. The report sets out the Provisional Capital Outturn (subject to audit) for 2016/17 as at the end of March 2017. It excludes the Housing Revenue Account (HRA) which is subject to a separate report.

RECOMMENDATIONS

The Executive is asked to:

1. **note that the capital gross provisional outturn position (subject to audit) is a spend of £98.7M (£94.2M in 2016/17) demonstrating the continued significant capital investment made by Central Bedfordshire to support its community;**
2. **approve the net overspends between £150K and £500K. Only two schemes were over budget by this amount – a) New Highways Contract Mobilisation in Community Services £0.219M (see paragraph 59 in Appendix A) and b) Information Assets £0.329M (see paragraph 96 in Appendix A);**
3. **note the proposed gross deferred spend of £41.6M (£22.6M net) from 2016/17 to 2017/18 as detailed at Appendix B. This was approved by the Leader, Deputy Leader, Chief Executive Officer and Director of Resources under a delegated authority given by the Executive on 4 April 2017 due to the accelerated timescale for the accounts closure; and**
4. **Recommend to Council to approve the net overspend on:**
 - **Woodside Link £8.01M (see paragraph 55 in Appendix A).**
 - **New Schools Places £2.32M (see paragraph 21 in Appendix A).**
 - **Stratton Park Infrastructure Works £0.70M (see paragraph 37 in Appendix A).**

BACKGROUND INFORMATION

2. This report is based on the 2016/17 budget approved by Council at its 25 February 2016 meeting. The reported budget also includes deferred spend from 2015/16 which was approved by the Executive on the 7 June 2016 and a further £8M approved at Council in July 2016 for Strategic Acquisitions. The approved budget excluding HRA and including deferred spend from 2015/16 is £132.6M (gross).

The provisional outturn is a spend of £98.7M, below gross budget by £33.9M and £17.7M below the net budget.

FINANCIAL AND OTHER OPTIONS: These are covered in the report.

3. Provisional Outturn

- Only £0.05M was spent against the Strategic Acquisitions budget and so £8.15M is proposed to be deferred to 2017/18.
- £1.25M was spent on the A421 project against the £7.2M budget with the balance proposed to be deferred to 2017/18.
- Luton & Dunstable Busway was £3.5M below the budget of £5.0M. A payment has been made to Luton Borough Council of £1.45M pending finalisation of all costs. The proposed slippage has been reduced from 3.5M to £2.5M with £1M budget no longer required.
- Woodside link was £4.9M higher than the current year gross budget (due to being ahead of schedule) and £8.0M over net budget. The gross spend is expected to be within the overall budget over the life of the project and work is still continuing to identify any potential shortfall in external income.
- The North Depot and Salt Barn is £6.0M under budget. Thorn Turn Waste Park was £3.3M under budget. Both are proposed to be slipped into 2017/18.
- Flitwick Leisure Centre was £3.1M over the net budget due to a delay in a capital receipt budgeted for 2016/17 which will now be received in 2017/18.
- New Schools Places was £2.3M over the net budget. This was a combination of a savings target not achieved and less than expected s106 income.

Capital Receipts

- The overall budget for Capital receipts is £10.5M. The provisional outturn was £6.3M of receipts and £0.619M of deposits. There has also been a £1.575M transfer of assets from the General Fund to the HRA. This means the total equivalent capital receipt figure was £8.5M.

- A summary of the position is in the table below.

Directorate	Full Year 2016/17			Full Year 2016/17		
	Gross Budget	Gross Forecast	Gross Variance	Net Budget	Net Forecast	Net Variance
	£m	Outturn £m	£m	£m	Outturn £m	£m
CS	21.7	25.0	3.3	1.7	4.0	2.3
Community Service	90.2	62.4	(27.8)	60.4	45.1	(15.3)
Chief Executive's	4.5	4.9	0.3	4.5	4.9	0.3
Resources	0.0	0.0	0.0	0.0	0.0	0.0
Regeneration	6.8	2.2	(4.6)	4.1	1.0	(3.0)
ASCHH	9.4	4.3	(5.2)	5.0	3.0	(2.0)
Total Exc HRA	132.6	98.7	(33.9)	75.7	58.0	(17.7)

(Note: Any minor rounding differences are due to linking to detailed appendices)

Reasons for decision

4. To complete schemes currently underway and facilitate effective financial management and planning.

Council Priorities

5. Sound financial management contributes to the Council's Value for Money and enables the Council to successfully deliver its priorities. The recommendations will contribute indirectly to all 6 Council priorities.

Corporate Implications

Legal Implications

6. None.

Financial Implications

7. The financial Implications are contained in the appendices to the report.

Equalities Implications

8. Equality Impact Assessments were undertaken prior to the allocation of the 2016/17 budgets and each Directorate was advised of significant equality implications relating to their budget proposals.

Appendices

Appendix A – Detailed Directorate Commentary

Appendix B – Proposed Gross Deferred Spend

Appendix A - DIRECTORATE COMMENTARY

Social Care Health and Housing

1. The directorate provisional outturn is under budget by £5.154M (gross) and under budget by £1.965M (net).
2. The tables below highlights the areas of spend :

SCHH Full Year Gross Budget and Outturn					
Scheme Categories	Gross Budget	Gross Forecast	Variance	Deferred Spend	Over / (Under) spend
	£k	£k	£k	£k	£k
Disabled Facilities Grants Scheme	2,380	2,436	56	63	119
Empty Homes	302	331	29	0	29
Renewal Assistance	281	210	(71)	86	15
Additional Gypsy and Traveller Sites	1,575	38	(1,537)	1,575	38
MANOP Care Home Reprovision	2,000	974	(1,026)	1,026	0
MANOP Non-HRA Extra Care Schemes	50	0	(50)	50	0
NHS Campus Closure	638	121	(517)	374	(143)
Adult Social Care ICT Projects	280	0	(280)	280	0
Social Care Single Capital Pot	0	0	0	0	0
Review of Accommodation/Day Support, "New Approaches to Outcome"	1,906	0	(1,906)	2,030	124
Care Homes internal works	0	36	36	0	36
Better Care Fund Capital Grant	0	112	112	0	112
Total	9,412	4,258	(5,154)	5,484	330
% of Budget	45.2%				

SCHH Full Year Net Budget and Outturn					
Scheme Categories	Net Budget	Net Forecast	Variance	Deferred Spend	Over / (Under) spend
	£k	£k	£k	£k	£k
Disabled Facilities Grants Scheme	1,712	1,649	(63)	63	(0)
Empty Homes	292	315	23	0	23
Renewal Assistance	181	95	(86)	86	(0)
Additional Gypsy and Traveller Sites	675	0	(675)	675	0
MANOP Care Home Reprovision	2,000	974	(1,026)	1,026	0
MANOP Non-HRA Extra Care Schemes	50	0	(50)	50	0
NHS Campus Closure	143	0	(143)	0	(143)
Adult Social Care ICT Projects	68	0	(68)	68	0
Social Care Single Capital Pot	0	0	0	0	0
Review of Accommodation/Day Support, "New Approaches to Outcome"	(124)	0	124	0	124
Care Homes internal works	0	0	0	0	0
Better Care Fund Capital Grant	0	0	124	0	0
Total	4,997	3,032	(1,965)	1,968	3
% of Budget	60.7%				

3. **Disabled Facilities Grants (DFG)**

The grants provided to residents through the DFG programme assist some of the poorer and most vulnerable members of the community. Without these grants in many cases the properties involved would be unsuitable for the needs of the occupiers who may then be unable to remain in their own homes. This also reduces pressure on health service resources and residential care, as without these improvements more residents would require emergency or longer term care solutions.

The number and type of adaptations for 2016/17 compared to 2015/16 is below:

4.

Type of adaptation	Total 15/16	Total 16/17
Level access shower/wet room	115	140
Straight stair lift	29	27
Curved stair lift	28	26
Toilet alterations	48	57
Access ramps	27	34
Dropped kerb and hard standing	7	0
Wheelchair/step lift	3	5
Through floor lift	2	6
Major extension	12	17
Kitchen alterations	11	10
Access alterations (doors etc)	54	43
Heating improvements	3	5
Garage conversions/minor additions	5	6
Safety repairs/improvements	5	6
Other	23	26
Total	372	408

5. There were 309 referrals to Housing in 2016/17, with an average of 25.8 per month, compared with 329 referrals at an average of 27.4 per month for the same period in 2015/16. As a result £2.436M of grant payments (including fees) were made, offset by an increase in grant income and client contributions resulting in a net positive variance of £0.064M.

6. There were 574 requests for Occupational Therapist Assessments in 2016/17 (833 in 2015/16). At the end of March the waiting list increased to 96 from 76 at the end of February. The extent to which these convert into DFG referrals will be closely monitored.

Expenditure on **Empty Homes** relates to Empty Dwelling Management Orders

7. (EDMOs) and Empty Homes Loans. During the year 6 loan cases were completed, compared to 7 completions in 2015/16. A number of Empty Homes loans are being considered for long term empty homes. Empty Homes Loan assistance is an alternative for owners of empty homes willing to work with the Council. At the end of the year there were 17 Empty Homes Loan cases at enquiry stage and 11 approved and in progress. There is one major scheme in Dunstable that might provide several units of accommodation.
8. Work has completed on one EDMO property in Houghton Regis at a cost of £0.048M. Work is in progress on one property in Leighton Buzzard where the EDMO has been approved and the total cost is expected to be £0.140M, including costs to be incurred in relation to structural repairs.
9. Most **Renewals Assistance** is provided as Loan Assistance. The repayment of Loan Assistance is on change of ownership of the property that has been improved with such assistance.

The net Renewals budget of £0.181M includes slippage from 2015/16 of £0.031M. The provisional outturn is £0.095M, with a proposed slippage of £0.086M as a result of higher levels of income received to go towards works in progress that were not complete this financial year.

10. A full planning application for a new **Gypsy and Traveller site** was approved at the June 2016 Development Management Committee meeting; the decision was referred to DCLG and final notification of granting of planning permission was received in July 2016. This approval will provide for a new site at Biggleswade South (12 pitches). This will be part funded by the General Fund and Homes and Communities Agency (HCA) financial contributions. The tender submissions are scheduled to be considered by the Executive Committee on 20th June 2017.
11. The proposed scheme was subject to a judicial review submission made by a local resident in August 2016. However, the claim has been reviewed by a Judge at a pre-application stage and will not now be heard in the High Court. Revised design changes to the site are currently being reviewed by the planning officer and will be subject to a Non Material Amendment application. There is no spend for this financial year, with slippage of £0.675M proposed for 2017/18.
12. The **MANOP** programme includes strategic acquisitions to develop the care home market and facilitate the provision of new modern residential homes for older people and of extra care schemes. A site in Leighton Buzzard for care home re-provision was acquired in October 2016. The remaining budget was to support the acquisition of a site in the Ivel valley locality but is now proposed to be slipped into the 2017/18 financial year.
13. The **NHS Campus Closure programme** has one potential remaining project for Central Bedfordshire. This is subject to the release of capital receipts by NHS Estates/PropCo to ensure that the Campus Closure Programme remains 100% externally funded. In the current financial year, final schemes costs have been incurred in respect of a Bedford Borough scheme.
14. The **Adult Social Care ICT project** will support the procurement of a new Adult Social Care case management system. A business case is being developed by

the Directorate and soft market testing took place in November 2016 before a structured approach is taken to the replacement the current system. Accordingly the Adult Social Care ICT budget is proposed to slip into 2017/18

15. The **Review of Accommodation/Day Support project** relates to the Older People's Care Homes Re-provision project and any capital equipment and maintenance requirements for the seven older people's homes transferred to local authority management in August 2014. There was no spend in 2016/17 and so the budget is proposed to be slipped into 2017/18.
16. **Single Capital Pot.** Additional capital grant of £0.732M has been provided in 2016/17 through the DFG route to allow authorities to invest in broader strategic capital projects allied to the Better Care Fund (BCF) plan. Capital Grant for BCF of £0.482M has also been carried forward from 2015/16. Further work to determine the use of this funding will take place through the BCF Programme Delivery Team. It is ring-fenced for the BCF.

Children's Services

17. Children's Services annual capital expenditure budget approved by Council for 2016/17 is £21.25M. The income budget is £20M, a net expenditure budget of £1.25M.
18. The provisional expenditure outturn position for 2016/17 is £25.0M, £3.3M above the budgeted capital programme. The income outturn is £21.0M requiring a net contribution of £4.0M, above the net budget by £2.3M. The increased contribution is as a result of the annual review of projects within the New School Places programme.
19. All but three projects within Children's Services; New School Places, Schools Access and Temporary Accommodation, are funded wholly by grant receipts that have no expenditure deadline.
20. The table below highlights the areas of spend :

Children's Services Full Year Gross Budget and Outturn					
Scheme Categories	Gross Budget	Gross Forecast	Variance	Deferred Spend	Over / (Under) spend
	£k	£k	£k	£k	£k
New School Places	18,601	17,102	(1,499)	0	(1,499)
Schools Capital Maintenance	2,000	2,236	236	0	236
Schools Devolved Formula Capital	450	2,025	1,575	0	1,575
Special Schools Provision	0	2,402	2,402	0	2,402
Temporary Accomodation	400	400	0	0	0
Schools Access Initiative	200	200	0	0	0
LPSA & LAA Grant payout	0	628	628	0	628
Total	21,651	24,994	3,343	0	3,343
% of Budget		115.4%			

Children's Services Full Year Net Budget and Outturn					
Scheme Categories	Net Budget	Net Forecast	Variance	Deferred Spend	Over / (Under) spend
	£k	£k	£k	£k	£k
New School Places	1,054	3,374	2,320	0	2,320
Schools Capital Maintenance	0	0	0	0	0
Schools Devolved Formula Capital	0	(0)	(0)	0	(0)
Special Schools Provision	0	0	0	0	0
Temporary Accommodation	400	400	0	0	0
Schools Access Initiative	200	200	0	0	0
LPSA & LAA Grant payout	0	0	0	0	0
Total	1,654	3,974	2,320	0	2,320
% of Budget			240.2%		

21. **New School Places (NSP)**

New Schools Places is over budget by £2.3M (net).

S106 income has contributed significantly to the programme as one source of income in the past. However, S106 income fell short of the MTFP target by £1.1M. This is due to a combination of factors that including the removal of a number of planning permissions that have now expired and most significantly a number of large developments that have been delayed, or have disputes over S106 contributions.

Given the volatility in forecasts of S106 income the School Organisation Team will now meet each quarter with the Regeneration team to review the forecast. This will continue in 2017/18.

In addition there was a targeted reduction in the cost of building schools though value engineering techniques which was not delivered in 2016/17.

22. This programme provides the capital investment to deliver new school places required by population growth in areas of limited surplus capacity within our schools. The Council's School Organisation Plan is the evidence base that supports the commissioning of these new school places over a rolling five year period. The programme is funded by a combination of sources including Department for Education basic need grant, developer contributions and Council borrowings and capital receipts.
23. The rolling five year programme is dynamic with regular changes in forecasts of income and expenditure across financial years including those arising from variances in S106 totals and trigger points and in the timing and therefore cost profile of many projects.
24. In February 2016 the Council approved the programme for 2016/17 to 2019/20 with gross expenditure of:
- £18.2M (£0.7M net) in 2016/17
 - £25M (net nil) in 2017/18

- £17.2M (net nil) in 2018/19
- £15M (£3.4M net) in 2019/20.

25. The provisional gross expenditure outturn for 2016/17 is £17.1M and income £13.8M. There are a combination of reasons for this:

- Due to triggers not being met by the developers - the amount of S106 expected to be drawn down in 2016/17 for the Redborne Upper (Amphill) expansion project was reduced by £340K
- Estimated costs for the Biggleswade Academy Phase 2 and St Andrew's Lower (Biggleswade) Phase 2 projects were confirmed, resulting in the re-profiling of spend
- Negotiated reduced final accounts for the Russell Lower (Amphill) and Leedon Lower (Leighton Buzzard) expansion projects resulted in the overall expenditure in 2016/17 being reduced.
- Non completion of making good of defects by the contractor resulted in the retention payment continuing to be withheld for the Roecroft Lower (Stotfold) expansion project.
- Expenditure for the Clipstone Brook Lower (Leighton Buzzard), Leedon Lower, Cranfield CofE Academy and Leighton Middle projects all came in under the expenditure profile.

Progress on the Leighton Middle expansion project slipped due to delays and issues on site and with the contractor. This resulted in lower monthly valuation payments being made for works completed with £0.290M of expenditure proposed to slip to 2017/18.

26. The 2016/17 NSP programme includes expenditure on 20 separate capital projects, most of which span more than a single financial year.

27. These projects include the provision of 1,695 new lower school places, 720 new middle school places and 1,000 new upper school places as expansions to existing schools or new school sites. These places have been commissioned to serve the communities of Leighton Linlade, Fairfield, Stotfold, Arlesey, Amphill, Flitwick, Marston, Cranfield, Biggleswade, Barton and Silsoe.

28. On 18 August 2014 Executive approved the sale of the former Silsoe Lower school site to be reinvested into the New Schools Programme. It should be noted that the expected income for the disposal of land for the site at Silsoe Lower in 2016/17 has an anticipated value of £1.0M. The disposal of the site is subject to approval from the DfE which is yet to be received; the site is unable to be marketed until consent has been given. It has now been confirmed that the funds will not be received until 2017/18.

29. All of the Council's New School Places are commissioned from Ofsted Good and Outstanding schools and academies. All of these new places have been provided local to the area of demographic demand, ensuring a sense of

community belonging, supporting community use and promoting sustainable modes of transport. The addition of these new places as expansions to existing schools ensures their financial and therefore educational viability. All have been briefed and designed by Council officers and school leaders to provide teaching and non teaching school facilities that are recommended by DfE guidance and complement good and outstanding teaching.

Schools Capital Maintenance

30. This rolling programme is externally funded by DfE grant but does require schools to contribute to the cost of works, as set out in a formula contained within the Central Bedfordshire Council's Scheme for Financing Schools. These contributions are invoiced once planned works are complete. The provisional gross expenditure outturn for 2016/17 is £2.24M, funded in part by school contributions of £0.180M and the balance Schools Capital Maintenance Grant
31. The schools capital maintenance programme for 2016/17 funded projects including kitchen ventilation and gas safety improvements; roof repairs, boiler and heating replacement; emergency lighting, fire alarms, window replacements and renewal of electrical distribution boards. The 2016/17 Programme is also funded identified maintenance works at Leighton Middle School in collaboration with the new schools places programme.
32. The results of the Councils schools condition surveys in 2015 and the multi year indicative allocation of the DfE grant have enabled a five year programme of works to be developed, improving the ability to prioritise and communicate those priorities to schools for their own asset management planning.

33. SEND Capital Programme (Special Schools Provision)

The allocation to Schools is for use on capital condition / improvement works on their buildings in line with the priorities in their School Improvement Plan. The schools have three years to spend the grant.

Community Services

34. The directorate provisional outturn is below budget by £27.839M (gross) and below budget by £15.327M (net).
35. The table below highlights the areas of spend.

Community Services Full Year Gross Budget and Outturn					
Scheme Categories	Gross Budget	Gross Forecast	Variance	Deferred Spend	Over / (Under) spend
	£k	£k	£k	£k	£k
Assets	18,773	9,358	(9,415)	10,715	1,300
Environmental Services	15,591	10,668	(4,923)	4,980	57
Libraries	0	0	0	0	0
Leisure	1,781	1,453	(328)	518	190
Transport	54,057	40,883	(13,174)	15,467	2,293
Total	90,202	62,363	(27,839)	31,680	3,841
% of Budget			69.1%		

Community Services Full Year Net Budget and Outturn					
Scheme Categories	Net Budget	Net Forecast	Variance	Deferred Spend	Over / (Under) spend
	£k	£k	£k	£k	£k
Assets	17,850	7,834	(10,016)	10,715	699
Environmental Services	13,622	9,849	(3,773)	3,773	0
Libraries	0	0	0	0	0
Leisure	(1,290)	804	2,094	(2,094)	0
Transport	30,265	26,632	(3,633)	5,365	1,732
Total	60,447	45,120	(15,327)	17,759	2,432

% of Budget

74.6%

Assets

36. The major projects are;

- 2016/17 Corporate Property Rolling Programme (£2.160M)
- Thorn Turn Infrastructure (£2.000M)
- Stratton Park Phase 5 Infrastructure (£3.012M)
- Enhancement work for disposals (£0.972M)
- Strategic Acquisitions (£8.200M)
- Energy Efficiencies (£0.286M)
- Farm Compliance (£0.302M)
- Westbury Phase 2 Industrial Units (0.175M)

The year end outturn position for Assets is £7.835M, a net underspend of £10.016M .

There is proposed slippage of

- £8.150M on Strategic Acquisitions where there has been limited opportunity to acquire a suitable sites
- £0.151M for Salt Barn due to the need to re-tender to take account of revised planning conditions.
- 0.928M on Thorn Turn due to the delay on the infrastructure works on site
- 0.705M on Corporate Property Rolling Programme, of which £0.400M is due to a delay on the works at Priory House landing extension and carpark which were awaiting the outcome of the Accommodation strategy.
- £0.078M on energy efficiency due to modifications in the contractor design and planning issues for carbon reduction works at Tiddenfoot Leisure Centre.
- £0.293M on the Farms Programme where there have been issues at sites including drainage at Moor Farm.
- £0.175M on Westbury Industrial Units where scope of works are being further evaluated.
- £0.318M on Working Smarter where options are being assessed

37. Due to a number of design changes and issues during construction there is a net overspend of £0.700M on the Stratton Infrastructure works and formal approval from Executive is sought for the overspend (see recommendations). There will be a planned capital receipt will offset this overspend.

Environmental Services

38. Environmental Services has a £3.773M net underspend, this has been requested to be slipped into the next financial year.
39. Thorn Turn Waste park is requesting slippage of £3.271M which is due a revised design delaying the project following value engineering. There have also been delays by UK Power Networks, Affinity Water and Ringway Jacobs which have hindered progress on site.
40. CCTV requesting slippage of £0.137M as the project did not start this year. A report on the future of CCTV went to Executive in April 2017 and it was agreed that the Council invest in a new multi-functional CCTV control room, and the proposed slippage is to be utilised as part of this.
41. Houghton Hall Park is requesting slippage of £0.262M as construction of the visitor centre was delayed due to Heritage Lottery Fund approvals taking longer than expected.

Major Achievements – Environmental Services

42. Sundon Landfill Restoration – The road haul road removal has been completed with land surrendered to land owner. Final trimming of levels and creation of footpaths and tracks completed. Site seeding completed and growth becoming established. Maintenance undertaken on phase 1-4 (of 6) landscaped areas. Final snagging with the soil importation contractor and tidying up of infrastructure and ditches ongoing.
43. Waste & Recycling Containers, provision of replacement Bins & Containers – Successful procurement and provision of over 18,000 containers and bins (100 x 120 litre, 808 x 140 litre, 7,800 x 240 litre, 1,682 x 360 litre kerbside recycling, green waste and residual bins; 28 x 660 litre and 169 x 1100 litre recycling and residual bins for flats and bring sites; 1,728 x kerbside glass boxes; 3,360 x 23 litre food caddies and 2,592 x 7 litre kitchen caddies; 90 x dog waste bins, 80 x plastic street litter bins, 40 x metal street litter bins and 58 x dual recycle/litter bins; 1 x 100 litre, 5 x Ashmount Bins.)
44. Household Waste Recycling Centre (HWRC) Redevelopment – The refurbishment of the HWRC at Leighton Buzzard was done and the work at Ampthill completed. Along with Biggleswade they are now split level, with increased customer parking, safety and bin availability which is expected to deal with rising demand and improve recycling rates. The Final Account is due to be agreed during May 2017 and it is expected that the figure will be within budget.
45. Houghton Hall Park – Phase one of the landscape restoration works has been completed. This includes the kitchen garden (walls, raised beds, fruit trees and working area), formal garden (paths, circular beds, box hedging, ornamental

planting), estate fencing and new accessible paths around the park with new bins and benches. Parkland tree and shrub planting together with additional hedge planting in the formal garden took place in March 2017. Work is progressing well on the new visitor centre with a planned completion date of the end of August 2017

46. Rights of Way – Expenditure has resulted in 10 replacement bridges of culverts, 40 metres bank revetment at Shefford, 1700 metres of surface improvement in Clifton, Marston, Meppershall, Studham and Whipsnade parishes and work on 127 structures of varying kinds.

Leisure

47. Leisure has a £2.094M net variance over budget, this is due to the external funding of £ 3.037M for the old Flitwick Leisure Centre site which will not be received until the next financial year. There was a small amount of spend at Flitwick but this has been covered by underspends on other leisure projects.
48. There is also a request of £0.943M of slippage into 2017/18 for the following:
Dunstable Leisure Centre - Slippage of £0.562M due to reprofiling of the project.

Leisure strategy – delivery with stakeholders - Slippage of £0.125M due to the work at Sandy Athletics track where work started in March but completion and sign off by the quantity surveyor took place in April (new financial year).

Leisure Centre Stock condition Slippage of £0.163M as start of work was delayed on Houghton Regis Leisure Centre, Grove Theatre and the changing rooms at Sandy Athletics all of which are due to complete early in the next financial year.

Outdoor Access and Countryside Works Slippage of £0.093M as the work to relocate the cabin at Rushmere Country Park is now scheduled for the next financial year.

Major Achievements – Leisure (updated quarterly)

49. Library & Leisure Centre Renewal Dunstable.
- The public consultation, surveys and site investigations have been completed and work on the designs for the interior and exterior and appointment of contractor have progressed. This project is on track with contractor due to start in June with planned completion in winter 2018/19.
50. Leisure Strategy.
- The contractor has been appointed for work at Sandy Athletics Track to supply and install a new throwing cage. Other work at the site including work on the track areas, pathways and landing pit have been completed. New play equipment was also provided for Shefford play area following an arson attack
51. Leisure – Stock Condition

In preparation for the closure of the Dunstable Leisure Centre work has been done at Houghton Regis Leisure Centre, Grove Theatre and spend on additional equipment.

At Houghton Regis the works include refurbishment of the dry side changing area, showers and toilets. Work is in progress on refurbishment of the small sports hall and will be completed in May 2017.

At Grove Theatre equipment has been installed in the conference and refurbishment of green rooms and a dressing room has been completed. Work on the conference room is due to be completed in May. New Technogym equipment has been purchased for Houghton Regis, Tiddenfoot, Saxon and Flitwick Leisure Centres in preparation for anticipated additional use.

At Creasey Park work is in progress on an extension of the kitchen to deliver more food/capacity. The foundation works and the steel frame work is complete along with the block work. Work has now started on the internals and it is hoped to be completed in late April/early May 2017.

52. Flitwick Leisure Centre.

Final adjustments were added to the new Flitwick Leisure Centre following opening of the new facility and included blinds to the reception and pool area, and acoustic panels to the café area.

53. Outdoor Access & Countryside Works

Work at Southern Meadows, Leighton Buzzard work has started on the installation of connecting footpath and replacement bridge. The commissioned partnership to deliver 'Green Wheel' identified projects have delivered elements of the 'Action Plans' and prepared a further plan for consultation. Partners have secured external match funding contribution towards a kitchen extension at Rushmere Country Park where works will be completed early in the new financial year. Tree safety, fencing and path safety sites at various sites have been completed.

Transport

54. Transport is showing a £3.633M net variance under budget. This is due to an overspend of £2.569M and £6.202M of net expenditure proposed to slip to the next financial year.
55. Woodside Link has an in year over budget variance of £8.009M. Of this £4.6M relates to accelerated spend as a result of additional works being required on site and £3.4M of external funding which will be received later than originally expected. The overspend in 2016/17 is therefore timing and the overall the project is still expected to be delivered within the total budget over the life of the Medium Term Financial Plan.
56. Luton and Dunstable Busway has a £3.549M under budget variance. Of this

£2.5M relates to slippage into 2017/18, the remaining £1.049M is an in year underspend as anticipated final figures have come in lower than previously expected.

57. North Depot has requested to slip £5.052M due to delays on the land sale, changes to requirements and value engineering processes to try to bring the project within budget have led to the start on site being postponed. Works were originally intended to be completed within 2016/17 but will not now take place until 2017/18.
58. Stratton Street Railway Bridge has a £0.717M overspend which was approved by Council at its November 2016 meeting.
59. New Highways Contract Mobilisation has an overspend of £0.219M, this is the residual payment to Ringway Jacobs (RJ) to cover the interim depot solution. The overspend has been offset by underspend in Highways Fixed Cost Services and Planned Maintenance.
60. Fixed Cost services has underspent by £0.113M as a result of fewer hours than expected being charged to capital. This is being used to offset the overspend within the New Highways Contract Mobilisation.
61. Fleet Replacement Programme has an in year overspend of £0.105M this is expenditure being brought forward from the new financial year to enable the purchase of vehicles to reduce maintenance costs and time off the road as soon as it was possible
62. South Depot is requesting slippage of £0.928M which is due to a revised design delaying the project following value engineering. There have also been delays by UKPN, Affinity Water and Ringway Jacobs which have hindered progress on site (Same issue as Thorn Turn)..
63. Walking routes to schools is requesting slippage of £0.461M to the new financial year due to delay in decision as to what to do following assessments of the routes.
64. Other Schemes In addition to the projects above Highways are also requesting slippage of gross budgets £2.246M on the following major projects due to delays.
 - o Tree Backlog £0.454M
 - o Structural Maintenance £0.678M
 - o Highways Flooding & Drainage £0.159M

Major Achievements – Transport

65. Woodside Link

The scheme is substantially completed and opened to traffic 14th April 2017.

66. Structural Maintenance

41 carriageway resurfacing schemes have been completed covering 38.345 kms and 9 footway resurfacing schemes completed covering 3.284 kms.

67. Stratton Railway Bridge

The bridge deck has been replaced and the bridge is open to traffic. Some temporary barriers remain in place as the final work required on the top of the piers will be completed in summer 2017.

68. Highways Flooding & Drainage

1 scheme has been completed on site and 6 have been investigated.

69. Integrated Transport – The design of 70 schemes has been commenced including Rural and Parish Match Funded scheme, safety scheme, public transport improvements, safer routes to school, active travel and parking. 6 of these have been constructed including Arseley Commuter Parking Improvements.

70. Street Lighting

220 columns have been erected.

71. Highways Bridge Assessment and Maintenance

The reconstruction of Church Bridge and Mill Farm Bridge have been completed. 2 structures have been designed.

72. Highways Planned Maintenance

£0.563M has been spent on carriageway and footway patching, drainage investigation of flooding issues and other category 2 defects.

73. Fleet Replacement Programme

17 vehicles and 2 diggers have been purchased . 1 x Mitsubishi L200 Double Cab 4 Life Manual; 2 x Nissan Note 1.2 Engine Acenta Premium; 2 x Ford Eco Sport; 5 x Vauxhall Corsa 5 dr Hatch SRI 1.4I(75PS) Ecoflex 5 speed; 1 x Vauxhall Vivaro Panel Van Sportive 2700 L1H1 1.6 CDTI 120PS 6 Speed; 1 x Skoda Yeti Outdoor TDI 110PS 4x4; 10 x T16 Coachbuilds; 5 x Sprinters; 2 x 360 diggers (for HWRC use). All of the above are either on the road or will be on the road week commencing 10th April 2017. There are a further 5 coachbuilds on order for September 2017 delivery.

74. Safer Walking Routes

Assessment of 15 routes have been undertaken - 11 available with no work, 1 available with work and 3 not available.

75. Luton and Dunstable Busway

While the scheme has been up and running since September 2013, work has continued on settling the final account, land and compensation claims (valid for 7 years after opening) along with busway land transfer to CBC. This work is progressing well with expectations that a substantial part of this has been accomplished this financial year and a significant part of the budget has been released as the final costs are due to come in lower than budgeted for.

76. A421-M1 Junction 13 – Milton Keynes Magna Park

Commissioned AECOM to produce The Transport Business Case (required to secure funding from DfT), including reviewing drafts of Strategic, Financial, Commercial & Management Cases, and producing the modelling and Economic Case. The Full Transport Business Case (consisting of all the above elements) is substantially complete and in line with DfT requirements for submission in August 2017.

Commissioned Ringway Jacobs to review preliminary design and provide fee proposal for detailed design. Detailed design substantially complete including: Inter Discipline Design Check (IDC) Highways finalising the revised layout with attenuation/drainage pond 3 to the north of A421 and west of Cranfield Road (within Milton Keynes Council - MKC).

Highways issued Design Fix3 information to other disciplines. All disciplines progressing their design, Utilities status sent to CBC, Safety Audit Response sent to CBC and RJ Pavement typical details sent to CBC and MKC for comments.

Environmental reports sent to CBC and MKC for comments. Held initial meeting with Eastern Highways Alliance contractors (six) and started preparing for procurement process. Commissioned LGSS Law to secure land via negotiation – Heads of Terms agreed for Options agreed with land owner/s. CBC Executive approval for up to £3M funding contribution to the project and agreement to proceed with a Compulsory Purchase Order. MKC Cabinet approval for up to £3m funding contribution. Produced draft Communications Plan.

Provided regular reports to: DfT – Local Growth Fund (LGF) Portfolio Schemes – Quarterly Monitoring Returns. SEMLEP LGF programme management board CBC Place Programme Highlight reports, Monthly Project Board with CBC / MKC /SEMLEP.

77. Southern Highways Depot (Thorn Turn)

The earthworks ,groundworks and the drainage and foul sewer phases are complete and the ongoing discharge of planning conditions. All drainage and foul sewer works are complete with the exception of the final connection to the existing foul sewer main.

All building foundations are in place and the steel frames are well under way with the cladding commencing. The Salt Barn is complete. The main office building is of modular construction and assembly is complete with the internal fit-out presently under way. UKPN works have been delayed awaiting meters for final connection and this could well affect the programme.

The surfacing of internal roads and parking areas is also well under way. Many of the sites features are now clearly visible. We are still hoping to handover in July 2017, although we are experiencing severe delays from Affinity Water despite our constant chasing and this may now jeopardise our completion on time. During 2016/17, £0.039M has been spent on staff costs, £6.6M on construction and utilities and £0.134M on Design and planning services.

78. Northern Highways Depot (Sandy)

Designs have been agreed and an application for planning permission was submitted in February 2017. Land purchase is agreed but is subject to planning permission. The construction phase of the project is now set for August 2017 with completion and hand over in April 2018.

Regeneration & Business Support

79. The directorate provisional outturn is under budget by £4.622M (gross) and under budget by £3.114M (net).

80. The table below highlights the areas of spend :

Regeneration & Business Full Year Gross Budget and Outturn					
Scheme Categories	Gross Budget	Gross Forecast	Variance	Deferred Spend	Over / (Under) spend
	£k	£k	£k	£k	£k
Strategic Infrastructure	3,079	221	(2,858)	2,719	(139)
Other	3,734	1,970	(1,764)	1,700	(64)
Total	6,813	2,191	(4,622)	4,419	(203)
% of Budget		32.2%			

Regeneration & Business Full Year Net Budget and Outturn					
Scheme Categories	Net Budget	Net Forecast	Variance	Deferred Spend	Over / (Under) spend
	£k	£k	£k	£k	£k
Strategic Infrastructure	2,102	213	(1,889)	1,743	(145)
Other	2,005	780	(1,225)	1,142	(13)
Total	4,107	993	(3,114)	2,885	(158)
% of Budget		24.2%			

81. Development Site Promotion project is below budget by £0.140M as this scheme is no longer going ahead.
82. Land Drainage Work – Flood Defence shows a variance of £0.069M which is both an underspend of (£0.051M) where projects are delayed and will be met by future years budgets and (£0.018M) which is to be slipped into the new year for the highways work on Amphill Road, Shefford.
83. Digitalising Aerial Photographs shows a variance of £0.069M which is both an underspend of £0.014M as the project will come in less than the original budget and proposed slippage of £0.055M which is the amount which is needed to complete the project in the new financial year.
84. Flitwick Station Area Car Park is requesting slippage of £1.055M where options for delivering a commercial and residential scheme are currently being developed alongside the Flitwick Transport Interchange which is also requesting slippage of £0.200M the paper for these was taken to the Executive in April where it was agreed that £0.060M would be released from the balance of 2016/17 capital budget to support the development of a business case and a further report should be provided to the Executive in Autumn 2017.
85. Market Towns Programme is requesting slippage of £0.745M due to delays in commencing delivery of activity and a scheme coming in lower than expected.
86. Local Broadband Infrastructure this broadband scheme has now completed but has underspent by £0.288M which is showing as slippage due to the contractual terms stating that any underspends will be slipped to future projects or repaid to BDUK.
87. Biggleswade Transport Interchange is requesting slippage of £0.262M and Leighton Buzzard Transport Interchange is requesting slippage of £0.177M

Major Achievements

88. Dunstable Town Centre Regeneration Phase 2

The acquisitions of the freehold Dorchester Close properties has been completed, opening . Completed feasibilities studies in producing options for a leisure-led regeneration project around the Quadrant Shopping Centre, including Dorchester Close.
89. Cranfield Technology Park Acceleration

Negotiations to acquire two pieces of land in Cranfield to enable highway improvements to be carried out are progressing well with one site agreed and with Legal Services.

90. Broadband

The broadband project continues to deliver to plan and be rated as Green by BDUK. Through the BDUK 2 project 1,174 premises have been supported to receive superfast broadband services in Central Bedfordshire, bringing superfast coverage to over 91%. This builds on 16,700 premises supported through project 1. The Council is the lead authority in the wider Central Superfast Partnership, and in total 5,300 premises have been supported over the partnership. Take up of broadband services continues to be considered as best in class, at 42%.

As part of the Council's and BDUK's obligation to ensure all premises have access to broadband infrastructure capable of delivering at least a basic service of 2 megabits per second, a subsidised Better Broadband service is in operation. This will support the costs for installation of equipment, take up of this continues to be extremely low, as is the case nationally, However the scheme will run until December 2017 and does provide an option of support for those with the slowest broadband speeds.

91. Market Towns Regeneration Fund (MTRF)

A total of 7 bids from Ampthill, Dunstable, Flitwick, Leighton Linlade, Sandy and Shefford Town Councils (TC's) are progressing in the MTRF programme. After some delays in 2016/17, all the TC's have been pushed to quickly to start organising and delivering their outputs throughout 2017/18.

Dunstable TC is on target and has started installing their projects; Architectural lighting scheme, North Priory Gate refurb, Splash Park contractor appointed (opening in June 2017), purchase of street cleansing machine, Priory House Feasibility Study completed.

Sandy TC continues to progress strongly with the Story In Stone mosaic trail, with all materials purchased and three mosaics being completed for display in June 2017.

Ampthill, Pottton and Leighton Linlade are re profiling their projects to start in summer, for completion in March 2018. Flitwick, Shefford, and Sandy town centre public realm projects are in the design phase, but these are dependant on the Ringway Jacobs timetable of scheduled work to achieve completion before winter.

92. High Street Improvement Scheme (HSIS)

After three rounds of Expression of Interest, 37 businesses are currently going through the full application process. There is a further date for applying for the last round Monday 1st May 2017 (round four). Designs are being created which will enable the project to gain true costings for the works proposed. Full

Application scoring panels with the relevant Town Councils have been held. This scoring panel will ensure that the business is committed to the project. The tender for the HSIS building contractor will be appointed by 31st May. Once appointed, they will work with the architect, who will project manage this Design and Build contract for the shop fits. The first shop front will start August 2017.

93. East West Rail (EWR)

EWR is now one of the Govt. national transport priorities. The National Infrastructure Commission Interim Report and Autumn Statement announced £100M towards the 'accelerated' delivery of East West Rail.

However, there is still uncertainty over timescales and delivery of the wider project that is providing uncertainty over the programme of delivery for the Ridgmont Station Interchange enhancement project. Recommendations have been sent to the Secretary of State for Transport to suggest way forward on 'accelerated delivery' of EWR - including Central Section.

Work on station (node) selection for Central Section ongoing through 2017 (next meeting May 2017). Network Rail's proposed public consultation on Western Section (due to be May-June 2017) has been delayed due to General Election purdah. This may have a knock-on effect on delivery programme. Local Growth Fund (LGF) bid for Ridgmont Station was not successful. However, DfT are being pressed for contributions towards Ridgmont - through 'Works in Kind' arrangements. The Detail Business Case will have to be revised to reflect the lack of LGF funding. Submitting pre-application (outline planning consent) for Ridgmont Station in April 2017.

94. Strategic Infrastructure Schemes

CBC have already secured £11M and £21.75M towards the estimated £60M cost of the scheme through the Local Growth Fund (Round 2 and 3 respectively).

Ongoing investigation of Air Quality issues in Ampthill.

Ringway Jacobs have been commissioned to undertake investigative measures for mitigation at junctions along the A507. The route study will be progressed during the 2017/18 period.

95. Dunstable High Street

Ringway Jacobs (RJ) commissioned to undertake a micro simulation model of the Dunstable crossroads with a view to demonstrating the feasibility and impact of changing the existing traffic management signals. Design work is now underway. A full work programme has been requested from RJ. Topographical surveys of the area have been undertaken and the modelling work for the junction is underway.

Highways England (HE) are committed to the project and have pledged up to £1.5M to the project with certain caveats, these being;

- It is for physical appearance infrastructure only in order to make the High Street more attractive for community use, examples being – replacement street lighting, gateway treatment including planting, on street parking and associated carriageway narrowing, pedestrian guardrail removal, provision for cyclists.
- Works must commence shortly after the opening of the A5-M1 link and be completed by March 2018
- Design, choice of materials etc is to be the responsibility of CBC.

CBC have not as yet had confirmation from HE as to payment provision. HE are not in agreement with the CBC proposed timescales for delivery of infrastructure works, Ringway Jacobs are in contact with HE to assess what is feasible to deliver in terms of their objectives and feasible timescales.

Public engagement commenced with a report to be published shortly. The engagement was warmly welcomed within Dunstable and in general the wishes of the community reflect the authority's ambitions. The exercise did make it clear that there is a continued need for public engagement and a plan is being drafted to reflect this.

A Communications plan has been drafted following the workshop to determine the wider programme of works in the Dunstable area, a timescale of the summarised projects has been made public, further communication will take place prior to Phase 1 works starting.

£0.4M of the CBC budget is being allocated to required signing works which will reflect in the design. This work is included as Phase 1 of the works and also comprises of the de-cluttering works, agreement has been attained from Dunstable TC so as to not adversely affect the In-Bloom festival and dependent upon the de-trunking timescales it is anticipated physical works will begin on site in June – July 2017.

Phase 1 – a plan is in place to determine what street furniture and railings can be removed, including a road safety assessment. This is prior to any removal of street furniture and before the final recommendations is brought to the Project Board

Chief Executives Team

96. The budget for IT covers Digitisation, ICT Strategic Investment & IT Infrastructure Rolling Programmes. The overall provisional outturn is above budget by £0.329M with no proposed slippage to 2017/18. This overspend is partly due to the upgrade of IT infrastructure to meet PSN compliance and investments to support mobile working.

Chief Executive's Full Year Gross Budget and Outturn					
Scheme Categories	Gross/Net Budget	Gross/Net Forecast	Variance	Deferred Spend	Over / (Under) spend
	£k	£k	£k	£k	£k
Information Assets	4,523	4,852	329	0	329
Total	4,523	4,852	329	0	329

% of Budget 107.3%

(Note gross and Net are the same as all internally funded)

Appendix B – Proposed Capital Slippage (2016/17 to 2017/18).

Directorate	Scheme Title	Total 2016/17 Budget			BUDGET Slippage to 2017/18		
		Gross Expenditure	External Funding	Net Expenditure	Gross Expenditure	External Funding	Net Expenditure
		£'000	£'000	£'000	£'000	£'000	£'000
Community Services	CBC Corporate Property Rolling Programme	2,160	0	2,160	705	0	705
Community Services	Energy Efficiency measures / Carbon Reduction Improvements	286	0	286	78	0	78
Community Services	Farm Compliance Work (includes Farm Estate Capital Works)	302	0	302	293	0	293
Community Services	Westbury Phase 2 Industrial Units	175	0	175	175	0	175
Community Services	Integrated Asset Management System	67	0	67	45	0	45
Community Services	Strategic Acquisitions	8,200	0	8,200	8,151	0	8,151
Community Services	South of High Street Leighton Buzzard-Acquisition of Cattle Market and Parkridge Land.	20	0	20	11	0	11
Community Services	Arlesey East of High Street (Includes Arlesey Phase 1 line 111)	43	0	43	11	0	11
Community Services	Thorn Turn	94	0	94	27	0	27
Community Services	Sundon / Bluewater Landfill Sites	350	(300)	50	230	(180)	50
Community Services	HWRC Redevelopment	2,546	0	2,546	26	0	26
Community Services	Thorn Turn Waste Park	9,800	0	9,800	3,271	0	3,271
Community Services	Rights of Way Network and Countryside and Heritage Sites - Structural Renewal and Improvement Works	169	0	169	(5)	0	(5)
Community Services	Tree backlog	500	0	500	454	0	454
Community Services	CCTV	137	0	137	137	0	137
Community Services	Integrated Environmental Management System (Slippage only)	32	0	32	32	0	32
Community Services	Houghton Hall Park P4P Renaissance and Renewal (includes Urban Country Park)	2,267	(1,659)	608	1,289	(1,027)	262
Community Services	Outdoor Access and Countryside Works	321	0	321	93	0	93
Community Services	Leisure Strategy - delivery with stakeholders	174	0	174	125	0	125
Community Services	Library and Leisure Centre renewal in Dunstable	904	0	904	137	425	562
Community Services	Flitwick Leisure Centre Redevelopment	0	(3,071)	(3,071)	0	(3,037)	(3,037)
Community Services	Leisure Centre Stock Condition/Asset Management Plan	350	0	350	163	0	163
Community Services	Highways Structural Maintenance Block (includes additional expenditure)	6,020	(4,333)	1,687	678		678
Community Services	Highways Integrated Schemes	1,365	(1,365)	0	701	(701)	0
Community Services	Highways Street Lighting Maintenance Backlog	856	0	856	0	0	0
Community Services	Fleet replacement programme	834	0	834	(105)	0	(105)
Community Services	Co-ordinated replacement of street furniture as a result of vehicle damage	182	0	182	0	0	0
Community Services	Highways Flooding & Drainage (includes flood damaged roads)	340	0	340	159	0	159
Regeneration	East West Rail (Western Section)	103	0	103	45	0	45

Directorate	Scheme Title	Total 2016/17 Budget			BUDGET Slippage to 2017/18		
		Gross Expenditure	External Funding	Net Expenditure	Gross Expenditure	External Funding	Net Expenditure
		£'000	£'000	£'000	£'000	£'000	£'000
Community Services	Luton Dunstable Busway	4,948	50	4,998	2,500	0	2,500
Community Services	Woodside Link	14,656	(11,000)	3,656	(1,700)	(3,400)	(5,100)
Community Services	Depot - South	7,732	0	7,732	928	0	928
Community Services	Depot and Salt Barn - North	5,459	0	5,459	5,052	0	5,052
Regeneration	Strategic infrastructure schemes	53	0	53	20	0	20
Community Services	A421-M1 Junction 13- Milton Keynes Magna Park	7,216	(7,026)	190	5,968	(5,876)	92
Community Services	Parking Equipment	347	0	347	53	0	53
Community Services	Thorn Turn Infrastructure	2,000	0	2,000	901	0	901
Regeneration	Leighton Buzzard Transport Interchange	333	(150)	183	327	(150)	177
Regeneration	Biggleswade Transport Interchange	649	-378	271	640	(378)	262
Community Services	Biggleswade Parking Improvements	125	(125)	0	125	(125)	0
Community Services	Integrated Transport Unit ICT System	91	0	91	93	0	93
Community Services	Highways Improving Walking Routes to Schools	482	0	482	461	0	461
Community Services	Estate parking improvements - match funded by HRA	100	0	100	100	0	100
Community Services	Office Rationalisation (Assets and IT elements)	488	0	488	318	0	318
Regeneration	F10 BDUK2	12	0	12	(1,447)	1,447	0
Regeneration	Local Broadband Infrastructure	644	(469)	175	1,033	(745)	288
Regeneration	Market Towns Programme	1,068	0	1,068	745	0	745
Regeneration	Dunstable High Street Regeneration	250	(250)	0	234	(250)	(16)

Directorate	Scheme Title	Total 2016/17 Budget			BUDGET Slippage to 2017/18		
		Gross Expenditure	External Funding	Net Expenditure	Gross Expenditure	External Funding	Net Expenditure
		£'000	£'000	£'000	£'000	£'000	£'000
Regeneration	SEMLEP BDUK Extension	1,290	(1,240)	50	1,271	(1,225)	46
Regeneration	Digitising Aerial Photographs	123	0	123	55	0	55
Regeneration	Flitwick transport Interchange	300	(100)	200	300	(100)	200
Regeneration	Flitwick Station Area Car Park Development (includes Flitwick Land Purchase Further Land Assembly for the Town Centre Regeneration Scheme)	1,131	0	1,131	1,055	0	1,055
Regeneration	Cranfield Technology Park Acceleration	100	(100)	0	97	(97)	0
Regeneration	Land Drainage Work Flood Defence (includes Non-Highways)	140	(20)	120	35	(17)	18
Regeneration	Rolling Social & Community Infrastructure Fund	0	1	1	1	0	1
Regeneration	Historic Building Grant Aid Scheme	8	0	8	8	0	8
Social Care, Health & Housing	Disabled Facilities Grants Scheme	2,380	(668)	1,712	63		63
Social Care, Health & Housing	Renewal Assistance	281	(100)	181	86	0	86
Social Care, Health & Housing	Additional Gypsy and Traveller Sites	1,575	(900)	675	1,575	(900)	675
Social Care, Health & Housing	MANOP Care Home Reprovision	2,000	0	2,000	1,026	0	1,026
Social Care, Health & Housing	MANOP Non-HRA Extra Care Schemes	50	0	50	50	0	50
Social Care, Health & Housing	NHS Campus Closure	638	(495)	143	517	(374)	143
Social Care, Health & Housing	Adult Social Care ICT Projects	280	(212)	68	280	(212)	68
Social Care, Health & Housing	Review of Accommodation/Day Support, "New Approaches to Outcome"	1,906	(2,030)	(124)	1,906	(2,030)	(124)
CBC 2016/17 Capital Programme		132,601	(56,873)	75,728	41,602	(18,952)	22,650

This page is intentionally left blank

Central Bedfordshire Council

EXECUTIVE

20 June 2017

**2016/17 Housing Revenue Account (HRA) Budget
Management Provisional Outturn Report as at March 2017
(subject to audit)**

Report of: Cllr Carole Hegley, Executive Member for Social Care and Housing, Email: carole.hegley@centralbedfordshire.gov.uk and Cllr Richard Wenham, Deputy Leader and Executive Member for Corporate Resources, Email: richard.wenham@centralbedfordshire.gov.uk

Advising Officers: Julie Ogley, Director of Social Care, Health and Housing, Email julie.ogley@centralbedfordshire.gov.uk and Charles Warboys, Director of Resources and s151 Officer, Email charles.warboys@centralbedfordshire.gov.uk

This report relates to a non key decision

Purpose of this report

1. The report presents the 2016/17 HRA provisional outturn financial position as at the end of March 2017 (subject to audit). It sets out spend against the revenue and capital budgets, and provides explanations for any variations. This report enables Executive to consider the overall financial position of the HRA.

RECOMMENDATIONS

The Executive is asked to note and approve:

1. that the provisional Revenue outturn position is to achieve a balanced budget with a contribution to HRA Reserves of £7.190M, thus strengthening the Council's ability to invest and improve its stock of Council Houses;
2. that the provisional Capital outturn is £5.813M lower than budget. It is proposed that works to the value of £4.009M are deferred to 2017/18. These works relate to Future Investment (£3.706M) and Stock Protection (£0.303M);
3. that Right to Buy (RtB) sales are at a similar level to the previous financial year, with retained receipts of £2.583M; in addition sales of shared ownership properties generated £4.253M, resulting in a year end balance, after funding of the Capital programme, of unapplied capital receipts of

£6.473M;

- 4. as part of the funding of the Capital Programme there was a contribution of £1.296M from the Independent Living Development Reserve to fund spend at Priory View (£1.005M) and Houghton Regis Central (£0.291M). A further contribution of £1.575M has been made from the Strategic Reserve, to fund the transfer of assets from the General Fund; and**
- 5. the net increase in reserves is £4.319m, so that, at the year end, the HRA will have £23.771M of reserves available, of which £2.0M is identified as a minimum level of HRA Balances.**

Issues

2. The provisional revenue outturn position results in a year end surplus of £7.190M compared to a budgeted surplus of £5.363M, an increase of £1.827M.
3. The key variances are reduced expenditure on Maintenance (£0.641M), Housing Operations (£0.587M), and increased income (£0.335M).
4. The provisional outturn position for the HRA **capital** programme indicates a net outturn below budget by £5.813M; this includes deferred works of £4.280M from 2015/16. £2.175M of the variance relates to the Croft Green development where significant work will not commence until 2017/18. It is proposed that £0.303M of stock protection and £3.706M of future investment works are deferred to 2017/18.
5. The 2016/17 budget for the HRA anticipates a contribution to the Independent Living Development Reserve (ILDR) of £5.2M and a contribution to the Strategic Reserve of £0.163M. The year end outturn enables a contribution to reserves of £4.319M, a shortfall against budget of £1.044M, with a contribution of £5.894M to the ILDR and a reduction of £1.575M to the Strategic Reserve. This equates to a predicted total reserve balance of £23.771M (see paragraphs 52 – 56 in Appendix A).

Council Priorities

6. Sound financial management contributes to the Council's Value for Money and enables the Council to successfully deliver its priorities. The recommendations will contribute indirectly to all 6 Council priorities.

Corporate Implications

Legal Implications

7. None

Financial Implications

8. The financial implications are contained in the report.

Equalities Implications

9. Equality Impact Assessments were undertaken prior to the allocation of the 2016/17 budgets and each Directorate was advised of significant equality implications relating to their budget proposals.

Conclusion and next Steps

10. The report presents the provisional 2016/17 HRA outturn position as at the end of March 2017, and provides explanations for any variations. This report enables Executive to consider the overall financial position of the HRA.

Appendices

Appendix A – Housing Revenue Account Detailed Commentary

This page is intentionally left blank

APPENDIX A - HRA

HRA REVENUE ACCOUNT (HRA)

1. The HRA annual expenditure budget is £23.561M and income budget is £28.924M, which allows a contribution of £5.363M to Reserves to present a net budget of zero.
2. As a result of a restructure within the Housing Service during 2016/17, the Asset Management service has been split to create a new team called the Housing Investment Team. Capital related works are now managed within Housing Investment, whilst the management and maintenance of properties and tenants forms the Housing Operations Team. A subjective breakdown of the provisional outturn position is shown in **Table 1** below.

	2016/17 Budget	2016/17 Provisional Outturn	Variance Provisional Outturn to Original Budget
	£M	£M	£M
Total Income	(28.924)	(29.259)	(0.335)
Housing Operations	6.851	6.264	(0.587)
Financial Inclusion	0.596	0.447	(0.149)
Asset Management	0.107	0.081	(0.026)
Corporate Resources	2.047	2.084	0.037
Maintenance	5.506	4.865	(0.641)
Debt related costs	0.119	0.086	(0.033)
Direct Revenue Financing	5.121	5.121	0.000
Efficiency Programme	(0.853)	(0.853)	0.000
Interest repayment	4.067	3.975	(0.092)
Principal repayment	0.000	0.000	0.000
TOTAL Expenditure	23.561	22.069	(1.492)
Surplus	(5.363)	(7.190)	(1.827)
Contribution to / (from) reserves	5.363	7.190	1.827
Net Expenditure	0	0	0

3. There is a favourable provisional outturn position for income (£0.335M) against the full year budget (£28.924M). This is partially a result of 9 properties being purchased during the year. In addition the management arrangements at the Kilgour Court facility in Leighton Buzzard have been brought back in house, with the benefit that 18 properties have been converted into 41 tenancies. This has had a positive impact on rental income and service charges within the year.
4. The provisional outturn position within Housing Operations shows a favourable variance of £0.587M against a full year budget of £6.851M. There have been efficiency savings of £0.355M achieved by bringing project work in house and utilising existing resources, together with delays in bringing forward some new build schemes. The project to transfer information on to an electronic file management system completed earlier than expected, saving £0.084M; further savings have been achieved in relation to tenancy sustainment work, resulting in an underspend of £0.040M. Part of the in year favourable variance relates to underspends on insurance related repairs works of £0.076M. This budget is earmarked for situations where insurance related costs are below the policy excess and the Council has to self fund.
5. The provisional outturn position for the Financial Inclusion service shows a favourable variance of £0.149M against a full year budget of £0.596M. The Council has received approval from Government to fund Discretionary Housing Payments (DHP) for Council tenants from the HRA. These payments occur where tenants are under occupying (referred to as the Spare Room Subsidy), resulting in a reduction in the amount of Housing Benefit they receive towards their rent, but where the Council assesses that it would not be appropriate for the tenant to be disadvantaged in this way. This could occur where a disabled tenant requires an extra room for a carer.
6. Spend on DHP was kept to a minimum by assisting tenants to downsize, and thereby free up under occupied Council homes. As a result the £0.070M budgeted in the HRA for DHP was not required. A further £0.066M of savings within Financial Inclusion were achieved by reduced staff costs.
7. The provisional outturn position for Maintenance shows a favourable variance of £0.641M against a full year budget of £5.506M. The re-procurement of the Central Heating Maintenance Contract, including domestic and commercial appliances, has saved £0.130M. Fire Safety works cost £0.141M, yielding a saving of £0.126M which results from controls introduced in previous years.
8. Placing more specialist maintenance work through the electrical and day to day contractors has resulted in a full year favourable variance of £0.105M against our smaller repairs contractors. Working closely with the routine maintenance contractor to reduce the number of maintenance visits to each property has provided a further saving of £0.212M against the full year budget of £1.792M.

Overall, good progress has been made and the efficiency savings being achieved have featured within the HRA Efficiency programme for 2017 - 2021, which anticipates the creation of a new Repairs Delivery model by bringing together several contracts and considering a range of delivery options.

9. The starting point is to implement a 'self serve' customer interface using First Touch apps aligned to 'end to end' system integration between contractor and Council systems, all of which is in progress. By 2019, the aim is to create a Repairs Delivery model that is better able to respond to the problems within the labour market, so as to retain a sustainable, skilled workforce, in terms of repair and maintenance type operations. The project is therefore 'two stage': to create a lean, fit for purpose, mainly self service, customer interface across all repairs type operations, aligned to the creation of a sustainable model to deliver high quality repairs and servicing in tenants and leaseholders homes.
10. Lower than anticipated variable interest rates, on the Council's Self Financing loans, have resulted in a favourable variance of £0.092M. The average interest rate on the Self Financing debt of £165M was 2.41%, with the variable rate element at 0.57%. Since the Self Financing settlement in 2012 the Council has elected not to make any principal debt repayment against the HRA loans. The latest version of the Council's Medium Term Financial Plan (MTFP) incorporates HRA debt repayment from 2017/18, with £9.73M of debt to be repaid by 2021.

HRA CAPITAL PROGRAMME

11. Across the HRA Capital Programme there is a provisional year end outturn of £9.776M against a budget of £15.589M. It is proposed that committed works within Stock Protection projects to the value of £0.303M and £3.706M of Future Investment projects are deferred to 2017/18. The net provisional outturn after proposed slippage is £1.804M below budget.
12. An analysis of the outturn position and variance, for each HRA scheme, is presented at Table 2. The proposed funding of the programme is shown at Table 3.

Table 2

	Approved Budget 2016/17	Provisional Outturn	Variance	Slippage to 2017/18	Variance net of slippage
	Net Expenditure	Net Expenditure	Net Variance	Net Expenditure	Net variance
	£'000	£'000	£'000	£'000	£'000
Stock Protection					
General Enhancements	100	116	16	0	16
Lift Replacement	100	106	6	0	6
Fire Safety & Alarm Systems	194	146	(48)	0	(48)
Garage Refurbishment	109	48	(61)	(4)	(57)
Paths & Fences siteworks	110	103	(7)	0	(7)
Estate Improvements	200	43	(157)	(121)	(36)
Green Space Improvement	60	0	(60)	0	(60)
Energy Conservation	750	454	(296)	(88)	(208)
Roof Replacement	550	552	2	0	2
Assisted Living Technology	65	0	(65)	0	(65)
Central Heating Installation	710	586	(124)	0	(124)
Rewiring	565	312	(253)	0	(253)
Kitchens and Bathrooms	900	610	(290)	0	(290)
Central Heating communal	25	13	(12)	0	(12)
Door Replacement	292	240	(52)	0	(52)
Structural repairs	250	71	(179)	(21)	(158)
Aids and adaptations	450	494	44	0	44
Drainage and Water Supply	35	69	34	0	34
Capitalised salaries	500	489	(11)	0	(11)
Asbestos management	360	305	(55)	(24)	(31)
Communal/PIR Lighting	660	483	(177)	(33)	(144)
Targeted door Replacement	20	20	0	0	0
Window Replacement	138	43	(95)	(12)	(83)
Sub Total	7,143	5,303	(1,840)	(303)	(1,537)

	Approved Budget 2016/17	Provisional Outturn	Variance	Slippage to 2017/18	Variance net of slippage
	Net Expenditure	Net Expenditure	Net Variance	Net Expenditure	Net variance
	£'000	£'000	£'000	£'000	£'000
Future Investment					
Stock remodelling	130	117	(13)	0	(13)
Parking Schemes	125	9	(116)	(116)	0
Investment Panel Programme	69	27	(42)	0	(42)
Houghton Regis Central	295	291	(4)	0	(4)
Garage Site Assembly	229	0	(229)	(229)	0
Garage Site Development	318	49	(269)	(269)	0
Croft Green	2,439	264	(2,175)	(2,175)	0
Sheltered Refurbishment	400	181	(219)	(150)	(69)
New Homes	3,310	2,543	(767)	(767)	0
Major Renewal Schemes	125	0	(125)	0	(125)
Priory View	1,006	1,005	(1)	0	(1)
Creasey Park New Homes	0	(13)	(13)	0	(13)
Sub Total	8,446	4,473	(3,973)	(3,706)	(267)
HRA	15,589	9,776	(5,813)	(4,009)	(1,804)

Table 3

Proposed Funding of HRA Capital Programme	
Source	£'000
Revenue Contributions	5,121
Useable Capital Receipts	3,359
Independent Living Development Reserve	1,296
Strategic Reserve	0
Total	9,776

STOCK PROTECTION

13. Within Stock Protection there is a favourable provisional outturn variance of £1.537M after proposed slippage of £0.303M. The most significant variances are as follows: Kitchen and Bathrooms (£0.290M), Rewiring (£0.253M), Energy conservation (£0.208M), Structural Repairs (£0.158M), Communal/PIR Lighting (£0.144M), Central Heating Installation (£0.124M), Window Replacements (£0.083M), Assisted Living Technology (£0.065M), and Estates and Green Space Improvements (£0.096M).
14. Kitchens and Bathrooms have delivered a favourable outturn variance of £0.290M, due to savings made in procurement of the works, and a higher level of refusal of works from customers than had been accounted for when setting the budget provision.
15. Rewiring shows a favourable outturn variance of £0.253M. This is a result of savings having been made during the year by undertaking partial rewires and repairs to installations, in order to bring the installation up to standard and increase the life of the installation rather than undertaking full rewires.
16. Energy Conservation has delivered a favourable outturn variance of £0.208M after proposed slippage. This is a combination of £0.019M of savings made when agreeing final account accruals from 2015/16, and £0.189M of savings made in the procurement and cost engineering of the works undertaken in 2016/17. In addition there were delays in completion of works before year end due to inclement weather. However, the works have been committed to be completed by the end of May 2017, and therefore it is proposed to defer £0.088M into 2017/18.
17. Structural Repairs shows a favourable outturn variance of £0.158M after proposed slippage. While Structural works are capital expenditure, it is not based upon a planned programme and therefore expenditure is called off when works of this nature are required. This year has seen a significant reduction in the need for this type of work compared to previous years. This can be

attributed to the improvement in the delivery method in identifying and undertaking of structural repairs.

18. Communal/PIR Lighting has resulted in a favourable outturn variance of £0.144M after proposed slippage. This is due to a reduction in the required works by upgrading existing systems. The project has also seen delays within the year, due to delays in works to be undertaken by statutory suppliers before the landlords work can be undertaken, which has resulted in the proposed slippage of £0.033M into 2017/18.
19. Central Heating Installation shows a favourable variance of £0.124M, which is partially the result of cost engineering and the reuse of distribution systems in properties for 2016/17; £0.090M of the variance is a consequence of agreeing the final accounts in the accrued works from 2015/16.
20. Window Replacements shows a favourable variance of £0.083M, after proposed slippage, as a result of savings made following the decision to end the existing contract and re-procure the works on a different basis than the original, more expensive contract. £0.012M of proposed slippage into 2017/18 is for committed works not completed within 2016/17.
21. Assisted Living Technology has delivered a favourable outturn variance of £0.065M. A decision was made to replace existing technology and door entry systems only on failure, while we review the "offer" from the Council in relation to Assisted Living Technology (Telecare). The underspend in Assisted Living Technology is due to this approach, whilst a review is being undertaken into the service offer and to ensure that any such technology is future proofed rather than take the traditional approach.
22. Estate Improvements and Green Space Improvements show a combined favourable outturn variance of £0.096M after proposed slippage. The works were delayed due to issues with the design of the proposals, and permissions required of national bodies for works to be agreed. There was also a lack of interest in tendering for the works, which resulted in the works not starting on site and requiring re-tendering. £0.121M of the budget is to be slipped into 2017/18 for the works to progress following the tendering procedure.

FUTURE INVESTMENT

23. Major construction work at the Croft Green Development was forecast to commence in June 2017 with completion forecast for the winter of 2018. A preferred bidder was identified and the decision to award Part A of the contract was taken at the June 2016 Executive. The contractor has now been appointed to progress the Part A works. When complete, the development will provide 24 self-contained apartments and communal facilities. The provisional outturn shows that, from a budget of £2.439M, an outturn of £0.264M spend occurred in 2016/17 with the balance proposed to be deferred to 2017/18. The contract sum submitted by the contractor in March 2017 is financially unviable

and we are working with the contractor to identify value engineering opportunities. The June 2017 start date has been postponed whilst this work is undertaken.

24. The combined Garage Site Development/Assembly programmes have identified 30 sites that have the potential to deliver 123 new homes of mixed type and tenure. The budget will be used to progress land and garage buy-backs and planning consent on those sites. A financial business case for alternative uses will be prepared for consideration as part of the scheme development. Current provisional outturn shows a spend of £0.049M with proposed slippage of £0.498M into 2017/18.
25. The Housing Service has worked with colleagues in other areas of the Council to identify land that is suitable for housing and within the Council's ownership. The objective is to extend the supply of affordable housing throughout the authority area, rather than just in the south of the area. Land with the potential to deliver 2 units, previously owned by Corporate Assets, has been acquired at Havelock Road, Biggleswade. Following Executive approval, the land has been transferred from the GF to the HRA, for the agreed land value of £0.075M. A planning application for two new semi detached properties has recently been approved.
26. The purchase of dwellings within the New Homes project line has resulted in 9 new purchases within 2016/17. These properties will be used to help address the demand for Temporary Accommodation and supported accommodation. By creating additional tenancies in the HRA, the cost to the Council's General Fund (GF) of supplying emergency accommodation is significantly reduced as the rent falls within Housing Benefit levels, compared to expensive Bed and Breakfast or 'Nightly Lets' accommodation where the Council has to bridge the gap between the rent and the amount that Housing Benefit will fund.
27. The provisional outturn position shows spend of £2.543M against an original total budget of £3.310M and a proposed slippage of £0.767M for a further three properties. The property purchases will enhance the asset base of the HRA, offset the increase in Right to Buy sales (please see the section on HRA Capital Receipts), and reduce revenue expenditure in the GF.
28. There are increasing homelessness pressures, which are impacting upon GF temporary accommodation (TA) budgets. The approach being taken is to create "system resilience" for the future, establishing flexible provision across Central Bedfordshire, to be managed intensively as either TA and/or supported housing. The Housing Service has created an Intensive Property Management Team (within the HRA) that will manage all of the properties and rooms that are used for TA on a 'hotel-style' basis, in part to maximise income; but more importantly, to avoid cost at the level seen in neighbouring local authorities.
29. Over time, it is envisaged that this provision will increase to circa 250 units (homes, single rooms, shared accommodation). The use of this 'circa 250 units'

will function flexibly, as both TA and accommodation based supported housing, the main aim being to avoid cost to the system. Whilst management and maintenance costs are significantly higher for this type of accommodation, the greater concentration of tenancies will also generate additional income for the HRA. More importantly, this approach directly facilitates the Housing GF efficiencies, to reduce TA Budget provision over a three year period.

30. As part of this approach, and following Executive approval, the Greenacre site in Dunstable has also been transferred from the GF into the HRA. The former Care home has recently been independently valued at £1.5M, which has been funded from existing HRA Reserves and provided the equivalent of an immediate capital receipt for the GF. In the short to medium term this could provide flexible bedsit accommodation for up to 50 people, addressing demands for TA or Supported accommodation. In the longer term the site could be regenerated to provide new housing supply and would certainly enhance the HRA's portfolio of assets.
31. There was no expenditure within the Major Renewal Schemes project code therefore saving (£0.125M), as the regeneration project works originally considered are not likely to emerge in the short to medium term.
32. The Priory View development achieved practical completion on 22 April 2016. The Council's employer's agent recommended withholding monies from the contractor relating to outstanding snagging works. As the budget provision of £1.006M relates to works completed in 2016/17, an accrual has been entered to match spend in the year to the budget. However, some of the snagging and non compliant works are still outstanding, and there is a dispute on the final account with a substantial disparity between the amount agreed by the Council and that claimed by the main contractor. Legal advice has been obtained, which indicates that the Council is in a strong position; however this process could extend for several months and could lead to adjudication.
33. Houghton Regis Central is a site comprising the vacant former Co Op site, the Grade 2 listed Red House and Red House Court in Houghton Regis town centre. The development will involve re-development in two stages, with construction initially taking place on the Co Op site to allow the current Red House Court residents to move to new apartments. This would enable the existing building (Red House Court) to be demolished, to then provide homes and new facilities on the existing site.
34. The scheme will comprise 168 independent living apartments. The scheme will deliver 71 affordable rented units, 71 shared ownership units, 26 market sale units and one eight bedded re-ablement suite. In addition to the residential units the scheme will provide communal facilities, commercial units and car parking. The scheme received planning consent in November 2016. Spend in 2016/17 was mostly on architectural and planning services, and amounted to £0.291M.

HRA EFFICIENCY PROGRAMME

35. Since 2010 the Housing Service has been using Housemark to provide a benchmarking service. The analysis provided has assisted in identifying the areas where HRA expenditure is high relative to other stock retained authorities. Benchmarking has indicated, for example, that we should review the Repairs Delivery model, the result of which has been the achievement of 'in year' savings and further proposals for HRA efficiencies going forward.
36. The HRA revenue budget for 2016/17 was reduced by £0.853M, as part of the Council's efficiency programme.
37. This year's HRA efficiency target comprises mainly of reduced Day to Day and Void maintenance costs (£0.680M). The overall efficiency target for 2016/17 was fully achieved.

HRA ARREARS

38. **Table 4** shows a breakdown of the HRA debt position at March

Debt Analysis - Tenant Arrears						
Description of debt	0-4 weeks	4-8 weeks	8-13 weeks	13-52 weeks	Over 1 yr	TOTAL
	£M	£M	£M	£M	£M	£M
Current Tenant	0.157	0.131	0.067	0.082	0.000	0.437
Former Tenant	0.006	0.006	0.013	0.074	0.414	0.513
						0.950
Debt Analysis - Other Arrears						
Description of debt	From 1 to 30 days	From 31 to 60 days	From 61 to 90 days	From 91 to 365 days	Over 1 yr	TOTAL
	£M	£M	£M	£M	£M	£M
Leaseholders	0.000	0.000	0.000	0.000	0.001	0.001
Misc recoveries	0.000	0.000	0.000	0.001	0.003	0.004
Shops	0.013	0.005	0.000	0.006	0.008	0.032
Void recoveries	0.000	0.001	0.003	0.003	0.020	0.027
	0.013	0.006	0.003	0.010	0.032	0.064

39. Total tenant debt amounted to £0.950M compared to £1.111M at the end of February 2017. Current Tenant Arrears (CTA) are £0.437M or 1.37% (£0.601M or 1.89% at February) of the annual rent debit of £31.845M, against a target of 1.8%, whilst Former Tenant Arrears (FTA) are at 1.61% with a balance of £0.513M against a target of 1.5% (1.6% with a balance of £0.510M at February). £0.051M of tenant debt was written off in 2016/17. Housing Benefit payments account for 53.99% of the rent and service charge income received.
40. In light of welfare reform Housing Operations have implemented a pro-active approach to managing the impact on rent arrears. This includes early intervention, downsizing where necessary, increased contact with our residents, supporting tenants in making the right decisions regarding payment of rent and strong enforcement action when all other options have been exhausted.

41. Contacts with other Registered Providers of social housing have enabled us to benchmark, research good practice, and ensure genuine unrecoverable debts are presented for write off quarterly. This ensures the FTA officer is concentrating their time on cases with the highest probability of recovery. Since 2015 recovery of FTA debt has taken on a completely different approach from previous years as research has shown that the probability of recovery can actually increase with the age of the debt. For example, if a family is evicted from one of our properties it can take between 3 to 12 months for the family to resettle, enabling a trace to be made and thus the debt can be pursued.
42. Debt recovery plans may be put in place and take several years to settle. An affordable payment plan reviewed on a regular basis increases the probability of full recovery. Where contact is maintained, debt can be recovered up to 6 years after becoming an FTA, however where a period of 2 to 3 years has elapsed and no contact or trace has been possible the debt will be put forward for write off.
43. The current approach to FTA debt has resulted in recovery in the previous year exceeding £0.130M, compared to the previous two years total recovery not exceeding £0.020M. The service is confident with the current approach and anticipates further improvements in recovery rates.
44. There are currently £0.064M of non tenant arrears (£0.058M February), which comprises the following: rents at shops owned by the HRA, service charges and ground rent relating to leaseholders who purchased flats via the Right to Buy scheme, and property damage relating to existing and former tenants.

PROMPT PAYMENT INDICATOR

45. The performance target for payment to suppliers, where there is no dispute over the amount invoiced, is 90% of invoices paid within 30 days of invoice receipt date. The HRA performance for March was 96% of 238 invoices (97% of 172 invoices in February) paid on time. Work is ongoing to create 'end to end' system integration between SAP and the QL system, so as to improve performance overall. There is known as the Self Billing project, the aim being to automate (or minimise manual processes) to pay our invoices. This project is progressing well and has significantly improved timescales for making payment.

HRA CAPITAL RECEIPTS

46. New Right to Buy (RtB) discounts and proposals for re-investing the capital receipts came into effect from April 2012, which increased the maximum discount available to tenants from £0.034M to their current level of £0.078M.
47. During 2016/17, 79 RtB applications were received with 29 properties being sold, compared to 66 Applications and 33 sales over the same period in 2015/16, resulting in retained capital receipts of £2.552M. In addition the sale of

HRA land resulted in £0.031M.

48. At the end of 2016/17, the Council has a balance of £9.832M of usable capital receipts, before funding of the HRA capital programme (balance bought forward from 2015/16 £2.996M), of which £3.306M is reserved for investment in new social housing. The Council has entered into an agreement with the Secretary of State to invest these receipts in new social housing. The use of these receipts is restricted to schemes that do not receive Homes and Communities Agency (HCA) funding
49. The retained receipt from RtB sales can represent no more than 30% of the cost of the replacement properties. Since the agreement was signed in 2012, £4.126M has been spent on replacement properties up to 31 March 2017. The Council is committed to spend a further £11.022M on replacement properties by 31 March 2020. The HRA's Budget proposals for the period of the MTFP propose significant investment in new build (in excess of £11.8M by 31 March 2020).
50. Current projections suggest RtB sales will not have a negative impact on the Business Plan, particularly if the number of new build properties exceeds the properties sold. However if annual RtB sales were to make up a significant percentage of the Housing Stock, such that it diminished by 10% (equivalent to approximately 500 properties) or more over the period to 31 March 2020, then this would pose a threat to the surpluses predicted both in the medium and longer term. If additional sales continue to represent a small percentage of the Council's stock, there is a significant benefit as retained receipts will provide the Council with additional funds for reinvestment.
51. As at 1 April 2016 the balance of HRA Usable Capital receipts was £2.996M. The sale of apartments at Priory View has generated £4.253M of capital receipts. These funds will be available to fund further new build projects in the years to follow. RtB and land sales have generated a further £2.583M of receipts, making a subtotal of £9.832M. It is proposed to use £3.359M of usable receipts to part fund the Capital programme, so the balance carried forward is forecast to be £6.473M.

RESERVES

52. The total reserves available as at year end 2015/16 were £19.452M, comprising £2.0M in HRA Balances, £9.004M in the Independent Living Development Reserve, £8.248M in the Strategic Reserve and £0.200M in the Major Repairs Reserve.
53. At its April 2017 meeting, Executive approved a proposal to use part of the balance in the Strategic Reserve to finance the transfer of the Havelock Road and Greenacre sites from the GF. The value of these sites is £1.575M, and it is proposed to fund this amount from the Strategic Reserve.

54. The provisional outturn position indicates a total balance on Reserves of £23.771M. HRA Balances are projected to remain at a contingency level of £2.000M, with the Independent Living Development Reserve increasing to £14.898M, the Strategic Reserve reducing to £6.673M, and the Major Repairs Reserve (MRR) remaining at £0.200M.
55. In total this equates to a outturn contribution to reserves for the year of £7.190M, offset by spend from reserves of £2.871M to result in a net increase of £4.319M.
56. An Investment Strategy has been formulated, that sets out proposals for the use of the reserves that are forecast to materialise in the short to medium term. This strategy is referred to in the HRA Budget Report that was approved by Council in February 2017, and continues to be refined as part of the Council's Medium Term Financial Plan.

Table 5

Description	Opening Balance 2016/17	Spend against reserves	Release of reserves	Proposed transfer to Reserves	Proposed Closing Balance 2016/17
	£000	£000	£000	£000	£000
HRA Balances	2,000	-	-	-	2,000
Independent Living Development Reserve	9,004	(1,296)	-	7,190	14,898
Strategic Reserve	8,248	(1,575)	-	-	6,673
Major Repairs (HRA)	200	-	-	-	200
	19,452	(2,871)	-	7,190	23,771

Table 6

Month: March 2017					
Director	Approved Budget	Provisional Outturn	Variance	Transfers to/(from) reserves	Variance after use of earmarked reserves
	£000	£000	£000	£000	£000
Assistant Director	17,815	19,003	1,188	-	1,188
Housing Operations	(24,374)	(24,614)	(240)	-	(240)
Repairs and Business Management	5,965	5,302	(663)	-	(663)
Financial Inclusion	487	228	(259)	-	(259)
Housing Investment	107	81	(26)	-	(26)
Total	0	0	0	0	0

Central Bedfordshire Council

EXECUTIVE

20 June 2017

Revised Policies for Travel Assistance for Children and Pupils Attending School and Post 16 Students

Report of: Cllr Steve Dixon, Executive Member for Education and Skills, steve.dixon@centralbedfordshire.gov.uk and Cllr Ian Dalgarno, Executive Member for Community Services ian.dalgarno@centralbedfordshire.gov.uk

Responsible Director(s): Sue Harrison, Director of Children's Services, sue.harrison@centralbedfordshire.gov.uk and Marcel Coiffait, Director of Community Services, marcel.coiffait@centralbedfordshire.gov.uk

This report relates to a decision that is Key

Purpose of this report

1. The Travel Assistance Policies for Central Bedfordshire are being reviewed. The purpose of this report is to seek the views of the Executive on proposals relating to Travel Assistance Policies in order to approve the proposals for public consultation.

Recommendations:

The Executive is asked to:

1. **authorise the Director of Children's Services to commence a public consultation regarding the proposed changes to the Council's policies relating to School Travel Assistance and Travel Assistance for Post 16 pupils set out in Appendix A and Appendix B for public consultation;**
2. **to ensure the key changes in the proposals are set out clearly in the consultation documents;**
3. **to ensure that all parents and carers of children and young adults currently receiving school travel assistance are directly consulted; and**
4. **to report back to Executive the findings of the consultation.**

Overview and Scrutiny Comments/Recommendations

2. The report has not been considered by Overview and Scrutiny as the request is to consult on the changes in the policies. The draft policies will go to Overview and Scrutiny following the public consultation.

Issues

3. Central Bedfordshire Council provides transport assistance to entitled pupils of school age and those post 16 attending education.
4. The Council is required to have policies in place setting out how the statutory service will be delivered. The current Home to School Transport Policy was adopted by Executive in February 2014, a review was undertaken in April 2015 by the Director of Children's Services in consultation with the Executive Member. The Post 16 policy was adopted by Executive in 2010.
5. Central Bedfordshire Council Transports over 5,000 entitled children/students from home to school each year.
6. In 2016/17 the cost to the revenue budget was over £8.4 million compared to £7.3 million in 2015/16.
7. Currently, pupils are entitled to transport assistance for the following reasons:
 - a) All children who are in reception year to the end of year 11 qualify for free school transport if they go to their nearest suitable or catchment school and live at least:
 - 2 miles from the school if they are under 8
 - 3 miles from the school if they are 8 or older. The statutory walking distances are measured by the shortest available walking route.
 - b) If there is no available walking route, children may be offered free transport.
 - c) If the family is in receipt of the maximum Working Tax Credit or your children are entitled to free school meals, they will get free school transport if they are:
 - I. aged 8 to 11 and the nearest suitable school is at least 2 miles away
 - II. aged 11 to 16 and attend 1 of the 3 nearest schools between 2 to 6 miles from the home address

- III. aged 11 to 16 and attend the nearest school of their chosen religion or belief and it is between 2 to 15 miles from the home address.
 - d) There is no automatic entitlement for pupils with an Education Health Care Plan or Statement of Special Educational Needs. However transport can be provided if they live further than the statutory walking distances mentioned in above and:
 - attend their nearest or catchment mainstream school
 - attend the nearest suitable special school, which has been agreed by us as being able to meet their needs.
 - e) If a child lives under the statutory walking distance but their needs would mean it was unsafe for them to walk even when accompanied by an appropriate adult, then transport may also be provided.
 - f) If a child has attends the nearest or catchment school and they have a medical condition which means they are unable to walk to school or access mainstream or public transport, then transport may be provided.
 - g) If a child is between 16 and 18 and in further education or sixth form, we may be able to help with transport. Transport is provided to pupils who attend the catchment or nearest school or the nearest establishment which offers the chosen course.
 - h) The distance from home to school or college needs to be between 3 and 20 miles (measured by walking distance up to 3 miles and motorised route after 3 miles) and:
 - be from a low income family or;
 - have a medical need or;
 - be in the care of the authority
 - i) Transport can be provided for pupils who have a Statement of Special Educational Needs or Education Health Care Plan up until the age of 25.
8. The Council's policies have been reviewed to ensure that they meet the statutory requirements whilst making the most efficient use of resources.
 9. The changes to the policy being considered are:
 - Transport will be provided from home to nearest available school rather than to nearest or catchment.

- The provision of a pass to travel on public transport will be the first point of assistance offered, rather than the commissioning of routes through private operators.
- Transport will not be provided for children who are not of statutory school age (under 5).
- Concessionary passes will be charged at a cost that better reflects the cost to the council of the transport provision.
- Where a Motability vehicle is provided to transport a child, parental mileage will be paid.
- Where it is more cost effective, schools will be given the option to have a contribution made to allow them to run their own minibus to transport their pupils.
- Post 16 SEN students will be required to make a contribution towards the cost of their transport unless they are from a low income family.

Reason/s for decision

10. To ensure that the Council meets its statutory obligations.
11. To ensure that the Council adopts a fair, equitable and transparent policy to support all pupils and their families.
12. To ensure that the Council adopts a Home to School Transport Policy that can be implemented within the available resources.

Council Priorities

13. Enhancing Central Bedfordshire, by reducing the number of contracted vehicles and making better use of public transport routes this will reduce the number of vehicles on the roads, leading to a reduction in congestion and air pollution and will help support the commercial public transport routes within Central Bedfordshire.
14. Improving education and skills, by ensuring that those children who are entitled are provided with travel assistance from home to school safely and efficiently the pupils are more likely to be in their place of education.
15. Protecting the vulnerable; improving wellbeing, by ensuring that some of our most vulnerable residents are able to access education.

16. A more efficient and responsive council, changes to how travel assistance is provided will allow the Council to make the best use of its resources.

Corporate Implications

Legal Implications

17. The current Home to School Transport policies, agreed by the Executive on 9 March 2010 and 4 February 2014 ensured the Council is compliant with the relevant legislation.
18. The policy details the way in which the Council will exercise its powers and duties to provide home to school transport in accordance with Section 509 of the Education Act 1996 and the Education and Inspections Act 2006. Adopting the proposed policy will ensure that the Council is meeting its legal responsibilities.
19. The duty placed on the Council is to make such travel arrangements as they consider necessary to enable the attendance of “eligible children” within their area, at the relevant ‘qualifying school’.
20. The duty applies to ‘eligible children’ in the Council’s area who are attending their nearest ‘qualifying school’, where:
 - the school is beyond the statutory walking distances of two miles for children below the age of eight and three miles for those aged eight and over; or
 - the child is from a ‘low income family’ and is over age eight, but under 11 years of age, and they are living more than two miles from the nearest school; or
 - the child is from a ‘low income family’ and is of secondary age (aged 11- 16) and attending a qualifying school that is between two and six miles from the child’s home (as long as there are not three or more nearer suitable qualifying schools); or
 - the child is from a ‘low income family’ and is of secondary age (aged 11-16) and attending their nearest school preferred on the grounds of religion or belief, between two and 15 miles from home.
21. The Council must also make travel arrangements for those pupils who are unable to walk to school because of their special educational need (SEN), disability or mobility problems and children who cannot reasonably be expected to walk because the nature of the route is such that they cannot walk in reasonable safety.

22. Legal advice is that the consultation should be extensive and should include all those parents, carers and young people accessing the current service. There will also need to be a full equality impact assessment carried out and any adverse impacts highlighted, and any mitigation measures will need to be considered

Financial and Risk Implications

23. In 2016/17 the total spend on the educational transport contracts was £8,964,303 which resulted in an overspend of £1,404,533 which is detailed in the table below along with a comparison to 2015/16.
24. The MTFP Contains savings associated with changes to these policies. These savings were agreed as part of the budget agreed by Council in February 2017.

Year	Budget 15/16	Budget 16/17	Spend 15/16	Spend 16/17	Variance 15/16	Variance 16/17
Mainstream	£3,310,400	£3,486,460	£3,071,495	£3,695,192	£239,000	£208,732
Mainstream Colleges	£153,810	£79,810	£87,901	£68,697	£65,909	£11,113
SEN	£3,394,940	£3,475,940	£3,510,123	£4,348,339	£115,183	£872,339
SEN Colleges	£350,000	£350,000	£291,133	£326,310	£58,867	£23,690
*Extended Rights	£122,000	£167,500	£424,000	£525,765	£302,000	£358,265
Totals	£6,981,150	£7,559,770	£7,384,652	£8,964,303	£53,362	£1,404,533

* Extended rights to transport applies to families on low income.

25. Other processes have been put in place to mitigate these costs such as the move from a framework for letting the routes to a dynamic purchasing system.
26. The cost of transport is not sustainable with the resources we have so we must ensure that we are using the resource as efficiently as possible.
27. The change to the Home to School Transport Policy agreed by Executive in February 2014 allowed for the provision of children of none statutory school age (4 year olds), at that time the budget implications were not provided. In 16/17 the cost of transporting 4 year olds was £107,000.

Equalities Implications

28. The Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
29. When the Home to School Transport policy was developed in 2010 a full equality impact assessment was undertaken in consultation with the Equality Forum. As part of the policy review and consultation process undertaken in 2013 the equality impact assessment was refreshed. A further refresh of the Equalities Impact Assessment will take place as part of this review, once the outcomes from the public consultation are known.

Conclusion and next Steps

30. The Executive are asked to agree that the draft policies are subject to a twelve week public consultation commencing on 12 June 2017.
31. The responses to the consultation will be used to inform the new policy which will be brought back to Executive for adoption.
32. The new policies will be implemented from September 2018.

Appendices

Appendix A: School Travel Assistance Policy

Appendix B: Travel Assistance Policy for Post 16 Students.

Background Papers

None

Report author:

Susan Childerhouse, Assistant Director Public Protection and Transport.

Susan.childerhouse@centralbedfordshire.gov.uk

This page is intentionally left blank



Children's Services

Policy for Travel Assistance for Children & Young people attending School

2017/2020

June 2017

Author(s):	Susan Childerhouse Assistant Director Public Protection and Transport
Date agreed:	

Contents	1
Children’s Services.....	1
Policy for Travel Assistance for Children & Young people attending School	1
2017/2020	1
March 2017	1
1. Introduction.....	5
2. General Statement of Policy.....	6
3. Roles & Responsibilities of the Parents and Carers	7
4. Principles, Roles & Responsibilities of the Council	8
5. Equality Statement	10
6. Safeguarding Statement	10
7. Status of This Policy	10
8. Implementation and Monitoring of the Policy	10
9. Eligibility & Entitlement	11
General Policy for ALL Children	11
Statutory Notices for Closures of Central Bedfordshire Schools	13
Non Availability of a Walking Route	14
.....	14
Individual circumstances as determined by the Council’s Transport Eligibility Panel at appeal .	14
Children at Boarding or Residential School	14
Children with a Statement of Special Educational Needs (SEN) or Education Health Care Plan (EHCP)	15
Pupils with Temporary Medical Problems	17
Pupils with a Disability	17
Parents with a Disability	18
Cared For Children, Refugees and Unaccompanied Asylum Seeking Children.....	18
Pupils Excluded from School	18
Children Admitted to School under the Fair Access Protocol	19
Education Other Than at School	19
Children in Temporary Residential Circumstances.....	20
Children below Compulsory School Age.....	20
Emergencies and Requests at Short Notice	20
Individual or Extenuating Circumstances	21

2	10. Circumstances Where Transport Assistance is Not Provided.....	22
	Parental Preference	22
	Children Attending a School on the Grounds of Religion or Belief	22
	Outside the Normal Start and End of the School Day	22
	Sibling, Brother, Sister	23
	Change of Address	23
	Single Sex Schools.....	23
	Part Time Attendance, Detention, After School Clubs, etc.....	24
	Other Circumstances.....	24
	Participation in Education or Training Post 16	24
3	11. Travel Assistance Provided.....	26
	Mode of Transport	26
	Pick-Up/Set Down Points and Timing.....	26
	Route Planning and Route Reviews.....	27
	Maximum Journey Time	27
	Provision of Passenger Assistants (PA)	28
	Independence Training	29
	Personal Transport Cost Allowance (PTCA)	29
	Sustainable Travel.....	29
	Appeals against Suitability of Transport.....	30
	Monitoring of Transport Provision.....	30
	Concessionary Travel Scheme	30
	Requirement to Carry a Pass	30
	Pupil Behaviour	31
	When School Transport Does Not Operate	31
4	12. Applying for Travel Assistance, Determining Eligibility & Setting Up Travel Arrangements	32
	Children without a Statement of Special Educational Needs or Education Health Care Plan....	32
	Children with a Statement of Special Educational Needs or EHCP	32
	Measurement of the Walking Route	33
	Assessment of the “Available” Walking Route	33
	Change in Circumstance	33
	Correcting Errors / Withdrawal of Transport.....	34

5 13. Review of Decisions, Appeals Process & Complaints..... 35
Decisions, Review of Decisions and Appeals Process 35
Complaints/Queries 36
Contact Details 37

6 Appendix 1: Definition of Terms 39

7 Ref Doc 1: Code of Conduct for Pupils on School Transport 43

8 Ref Doc 2: Personal Transport Cost Allowance (PTCA)..... 45

9 Ref Doc 3: Concessionary Travel Scheme 47

10 Ref Doc 4: Notes for Schools 48

DRAFT

1. Introduction

- 1.1** This policy sets out who and in what way Central Bedfordshire Council (the Council) will help its residents with the transport of children of compulsory school age between home and school. It specifically relates to transport between home and school at the start and end of the school day and outlines the responsibilities that parents/carers and the Council have in this process.
- 1.2** It also explains the way in which the Council may help with the transport needs of those children who qualify for assistance as a result of specific special educational needs, disability or other mobility difficulties.
- 1.3** Details of travel assistance available under the Council's Post 16 Transport Policy are available on the Council's website (<http://www.centralbedfordshire.gov.uk/schooltransport>)

DRAFT

2. General Statement of Policy

2.1 This statement of policy sets out the way in which the Council will exercise its powers and duties to provide home to school travel assistance in accordance with Section 508B, 508C and Schedule 35B of the Education Act 1996 (the Act), as inserted by Part 6 of the Education and Inspections Act 2006 (the EIA 2006). It links to the Council's Sustainable Modes of Travel Strategy for schools and colleges.

2.2 Generally the Council will provide travel assistance for pupils of compulsory school age (term after the 5th birthday to 16 years of age) who are registered pupils at their nearest suitable (qualifying) school and live more than the recognised (statutory) walking distance from it, i.e. 2 miles for children aged under 8 and 3 miles for children aged between 8 and 16. For most children this travel assistance is free, but there are charges for those who make use of the Council's school transport services but are not themselves entitled under the terms of this policy. The Council makes no general transport provision for children under or over the age of compulsory education, or for children of any age who attend private schools or colleges. Please see Section 10, for details on post 16 transport.

2.3 The Education and Skills Act 2008 has now increased the age at which young people are required to participate in education or training to 18 years of age. However, this is not a change in the statutory school age, which this policy is aligned with, so it does not extend the entitlement for the provision of free travel assistance beyond year 11.

2.3 The nearest suitable school includes the nearest qualifying school that is deemed by the Council as suitable to a particular child's age and needs. To be eligible for travel assistance the distance to the school must exceed the statutory walking distance, as mentioned in the paragraph above.

2.4 In all other circumstances the Council will not provide travel assistance or contribute towards the cost of transport

2.5 The above general statements are intended as a general guide and are without prejudice to the full policy set out below. A parent or carer may appeal against a transport decision through the Council's formal Appeals Process (Section 13).

3. Roles & Responsibilities of the Parents and Carers

The law states that it is the parent's responsibility to ensure that a child gets to school, including accompanying them, if necessary. This includes the parent determining how their child will get to school and may include making appropriate arrangements such as with a friend or a childminder to ensure that the child is accompanied, as appropriate.

3.1 It is the responsibility of a child's parent or carer to:

- i. ensure that a child of statutory school age receives appropriate full-time education;
- ii. make necessary arrangements for attendance at an appropriate school or other setting, including submitting applications as necessary for admission to a school and for home to school travel assistance to the Council;
- iii. ensure the reasonable safety of themselves and their child(ren) between home and the designated pick up point, and from the designated drop-off point and home;
- iv. be aware of the provisions of the home to school transport policy;
- v. pay for any wilful damage caused by their child;
- vi. to make arrangements as necessary when not available themselves, for their child to be accompanied by a responsible person as necessary when walking to and from school or to and from a pick up point who will wait with the child until the vehicle arrives;
- vii. ensure that the pupil is ready with a valid travel pass at the agreed time of pick-up when the vehicle arrives at home or at the pick-up point (transport staff are instructed not to wait over 5 minutes).
- viii. ensure the child knows what to do should they lose their travel pass and thus be refused travel, or if for any reason the vehicle does not arrive: for example, this could be returning home, going to a neighbour or telephoning the parent/carer for assistance;
- ix. ensure that the child understands the need for safety and that the wearing of a seat belt or harness is essential;
- x. inform the Transport Team of any change of wheelchair, or equipment so that the risk-assessment may be reviewed;
- xi. ensure that only wheelchairs certified as being successfully crash-tested will be permitted to have a passenger travel in their wheelchair on a vehicle. A full risk assessment will have to be undertaken by Council officers before transport can commence. The Council will produce a 'wheelchair passport' if applicable for transport.
- xii. inform the Transport Team of any change of travelling requirements, or any change in medical needs

- xiii. notify the Transport Team of any change of address or telephone number in good time.

The Council will not be responsible for any interruption of service provided to a child or any other consequential difficulty from not having an up-to-date postal or email address or operational telephone number;

- xiv. to understand that passenger assistants will not administer medication. They can transport it to school as long as it is in the original packaging and clearly labelled with the pupils name;
- xv. provide evidence of personal circumstances in support of any application or appeal for transport;

3.2 All parents/carers whose child/children are in receipt of travel assistance from the Council are agreeing to have read and understood the current Code of Conduct for parents/carers and pupils.(Reference document 1)

4. Principles, Roles & Responsibilities of the Council

4.1 Central Bedfordshire Council is committed to providing home to school travel assistance in order to meet its statutory obligations (Section 2, paragraph 1 and 2). In so doing the Council will:

- i. provide equitable, safe, efficient and cost effective transport assistance for pupils entitled to transport assistance in accordance with the Council's duties and powers as provided for in legislation (Section 2 of this policy);
- ii. ensure information is made accessible for parents and carers so that they are aware of their entitlement;
- iii. regularly review eligibility for transport assistance to ensure that those who are receiving transport assistance are still eligible;
- iv. monitor the take-up of services to ensure that access is fair and equitable and that hard to reach groups and those who are most vulnerable are aware of their entitlement;
- v. support sustainable modes of travel to school: as well as helping to boost children's fitness and concentration levels, walking and cycling helps to reduce the congestion caused by the journey to school, together with the potential for associated accidents, pollution and carbon emissions.

4.2 The Transport Team is responsible for:

- a. administering this and any other Council policies, which govern eligibility for travel assistance;
- b. determining eligibility and identifying the transport needs of individual pupils;
- c. commissioning all home to school transport
- d. providing the overall budget for home to school transport, and budget management.

- e. planning and securing the most appropriate and cost effective home to school transport;
- f. day to day management of all home to school transport provision;
- g. establishment of operating standards
- h. contract management and compliance with operating standards and policy objectives

Admission choices should not be made on the assumption that the same transport eligibility rules will apply throughout a child's education.

DRAFT

5. Equality Statement

5.1 Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of the 9 protected characteristics, which are; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

5.2 This policy is subject to an Equality Impact Assessment. This assessment will be integral to all future policy and guidance reviews. A copy of this assessment is available upon request.

6. Safeguarding Statement

6.1 The Council and its partners recognise that safeguarding is everybody's responsibility. Whether their interest is in all young people 'staying safe' in all aspects of our services, or whether they are working in specific areas of vulnerability, all staff, including drivers and passenger assistants will undergo appropriate training and induction so that they understand their roles and responsibilities and are confident in carrying them out. Schools, settings, children, young people and their parents or carers, and any member of the community should feel confident that they can raise any issues or concerns about the safety or welfare of children and know that they will be listened to and taken seriously.

6.2 This will be achieved by maintaining an ethos of commitment to safeguarding and promoting the welfare of children and young people. It is supported by: a clear child protection policy; appropriate induction and training as well as briefings and refreshed learning to ensure compliance with current legislation and guidelines.

6.3 The Council acts as a Corporate Parent for Children in Care. This means that the Council has a legal and moral duty to provide the kind of support that any good parent/carer would provide to his or her own child. This policy has been written to comply with these principles.

7. Status of This Policy

7.1 In accepting any offer of assistance made by the Council under this Policy, a parent/carer will be accepting all the provisions of this Policy.

8. Implementation and Monitoring of the Policy

8.1 The Transport Team will be responsible for the implementation of this policy through the development of their internal processes that will ensure the ability to monitor take up of service and regular reviews for those in receipt of the service.

9. Eligibility & Entitlement

General Policy for ALL Children

9.1 A child of statutory school age who meets one of the following criteria will be provided with travel assistance to school as follows.

- i. A child of compulsory school age (term after the 5th birthday to 16 years of age) who are registered pupils at their nearest suitable (qualifying) school and live more than the recognised (statutory) walking distance from it, i.e. 2 miles for children aged under 8 and 3 miles for children aged between 8 and 16, unless parents voluntarily make suitable alternative arrangements.
- ii. A child who is from a low income family (as defined in section 9.3) aged over 8 and less than 11 years of age who attends their nearest qualifying school and lives more than 2 miles from the school, by the shortest available walking route. Travel assistance is not provided to children from low income families under the age of 8 as those who live over 2 miles from nearest qualifying school will have transport provided due to statutory walking distance (see point i above)
- iii. A child who is from a low income family aged between 11 and 16 who attends his or her nearest qualifying schools and lives more than 2 miles but less than 6 miles from the school. The distances stated above are calculated by the shortest walking route if up to 3 miles or the shortest motorised route if over 3 miles.
- iv. A child who is from a low income family aged between 11 and 16 years who attends his or her nearest suitable school preferred by his or her parents on grounds of religion or belief and lives more than 2 miles but not more than 15 miles from the school. The Distances stated above are calculated by the shortest available walking route if up to 3 miles or the shortest motorised route if over 3 miles.

9.2 A child aged 8 years of age who is entitled to transport under the above distance criteria will continue to receive free travel assistance until the end of the academic year in which he/she reaches the age of 8.

Low Income

9.3 Children from low-income groups or families are defined in legislation as those entitled to free school meals, or whose families receive the maximum level of Working Tax Credit (the maximum level is defined by no reduction in the amount the family receives due to household income). Annual confirmation of low-income status is required. Assistance will usually be withdrawn if a family ceases to hold low-income status. To qualify for free school meals their parent/carer will receive 1 of these benefits:

- Income Support
- Income Based Job Seekers Allowance
- Employment Support Allowance (income related)
- Child Tax Credit with income less than £16,190.00 (unless you claim Working Tax Credit) - form TC602(A)

- Support under Part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit

Home Address

9.4 Mainstream children who live at more than one address, who fulfil the other criteria for transport assistance, will be provided with travel assistance from the primary home address registered with their school and the Council. The Council will not provide travel assistance to or from any other address.

9.5 For children who have a statement of special educational needs or an education health care plan (EHCP), permanent arrangements involving transport to an alternative address, other than the home address, may be considered if there is no additional cost to the Council, the alternative address is in Central Bedfordshire and there is no detrimental effect on children who may share the same transport route (e.g. extended journey time).

Walking Route - Distance Measurement

9.6 The walking distances between home and school, referred to in section 9.1, are measured by the shortest route along which a child, accompanied as necessary, may walk with reasonable safety (see Section 12 paragraph 10 to 14 for further details). As such, the route measured may include footpaths, bridleways, and other pathways, as well as recognised roads.

Qualifying School

If parents choose to send their child to a school which is not the nearest qualifying school transport will not be provided by the Council unless the circumstances meet the discretionary transport criteria Parents will be responsible for arrangements and costs

9.7 A qualifying school is defined as a:

- Community, foundation or voluntary school;
- mainstream academy;
- selective school
- free school;
- community or foundation special school;
- special academy and free school;
- University Technical College or University Training School;
- Studio School;

- non-maintained special school;
- pupil referral unit;
- city technology college (CTC), city college for the technology of the arts (CCTA) or an Academy;
- an independent school if it named as the local authority's preferred placement in the pupil's statement of special educational need or Educational Health Care Plan (EHCP).

9.8 In relation to a child with Special Educational Needs (SEN), an independent school (other than a CTC, CCTA or Academy) will be a qualifying school if it is the only school named in the child's statement or EHCP, or it is the nearest of 2 or more schools named in the statement. In the case of special education, it will be the nearest suitable special school with places available that can provide an education appropriate to the age, ability and aptitude of the child and any special educational needs that the child has as specified in his or her statement of special educational need or EHCP.

9.10 In individual exceptional circumstances, where an alternative form of education has been agreed, the term 'qualifying school' will be taken to include such agreed sources of alternative provision.

9.11 A school designated by the Council as the appropriate school for a particular pupil (e.g. a permanently excluded pupil, a pupil with a statement of special educational needs or EHCP, a child in the care of the Council and placed at a particular school or a child placed at a particular school under the Hard to Place Pupil Protocol, where normal admissions procedures have failed) will normally be deemed to be the nearest suitable school for the purposes of this policy.

Statutory Notices for Closures of Central Bedfordshire Schools

9.12 Statutory proposals to close a Council maintained school must be published with transitional arrangements for displaced pupils, as required by Department of Education guidance for decision makers. Arrangements for children already attending or expecting to be allocated a place at the school that is the subject of closure will, where necessary establish the arrangements for transfer and transport of these pupils to an alternative designated catchment area school. These proposals will determine the dates from which transferring children may become eligible for transport assistance to the alternative school.

9.14 In addition, and reflecting the need to be sensitive to the concerns of parents and carers of pupils who were due to join their nearest school at the school's point of entry, transport assistance may be provided to the alternative designated catchment area school in the event that the Council approves a statutory proposal to close the nearest school.

9.15 The Council may exercise its discretion to provide transport assistance for parents and carers of pupils who expressed a preference in the previous school admission round for the next nearest school prior to the Council's approval of a statutory proposal to close the nearest school.

9.16 Transport to an alternative school will not be provided to pupils who are already registered at a school that the Council approves for closure, unless it is intended by the

Council in its statutory proposals to be provided to implement the closure, as the move will be classified as parental preference.

Non Availability of a Walking Route

9.17 When determining whether the child's home is within the statutory distance, there must be an available walking route to the qualifying school that is 'reasonable'. If the nature of the route is such that the child cannot be expected to walk to school, even when it is reasonable to expect an adult to accompany the child, then the Council will deem it 'unsuitable for walking' and therefore not available. In determining what is 'reasonable', the Council will take into consideration national guidance on this issue from road safety professionals and apply national Road Safety GB standards in making such assessments (See section 12, paragraph 10 to 14).

The Courts have defined an 'available route' as one "along which a child accompanied as necessary can walk with reasonable safety to school. It does not fail to qualify as 'available' because of dangers which would arise if the child is unaccompanied." It is the parents' responsibility to ensure that a child gets to school, including ensuring that they are accompanied if appropriate; and to ensure that a child has suitable clothing and equipment for the journey (for example: boots, wet weather clothing, reflective bands, torch).

Individual circumstances as determined by the Council's Transport Eligibility Panel at appeal

9.18 Assistance with transport will be offered if, following an appeal by the parent/carer, the Authority's Transport Eligibility Panel decides that this should be provided in recognition of individual circumstances under the terms of this policy (Section 13)

Children at Boarding or Residential School

9.19 Where the Council arranges for a child to board at a school, travel assistance will be provided in accordance with the boarding arrangements where the usual distance criteria are also met.

9.20 Boarding arrangements for residential schools can be one of the following:

- a. Termly boarding – travel assistance will only be provided at the beginning and end of each term and at the beginning and end of the mid-term holiday.

- b. 12 day boarding – travel assistance will be provided on alternate weekends and at the beginning and end of each term.
- c. Weekly boarding - travel assistance will be provided to school on Monday and from school on Friday each week.
- d. 52 week placement – travel assistance will be provided up to a maximum of three return journeys each academic year.

9.21 For all boarding arrangements, any additional journey to those laid out above will remain the responsibility of the parent/carer.

9.22 In the interests of the efficient use of resources the Council will, in all cases, encourage the parent/carer to make their own travel arrangements for which appropriate reimbursement will be made (Section 11, paragraph 26). Where a Motability vehicle has been provided for the child travel assistance will be by way of a mileage payment to the parent/carer.

9.24 One parent/carer may be transported with the child to act as a passenger assistant to out of Council area schools where it results in the most efficient use of the council's resources.

9.25 All additional transport requirements to those detailed above will remain the responsibility of the parent/carer.

Children with a Statement of Special Educational Needs (SEN) or Education Health Care Plan (EHCP)

9.26 This section applies to children who are the subject of a Statement of Special Educational Need made under s.324 of the Education Act 1996 or an EHCP under Section 37 of the Children and Families Act 2014.

9.27 There is no automatic entitlement to travel assistance for a child who is the subject of a statement or EHCP. Assistance will be given, if the child meets the general criteria in Section 2 or when a specific need can be identified for it. This will usually be founded upon the individual special needs of the pupil, see below.

Assessment of Specific Need

9.28 A child undergoing formal assessment for Special Educational Needs or EHCP will have their transport needs considered as part of that process. A copy of the *Special Educational Needs Transport Application Form* is available for information on the Council website www.centralbedfordshire.gov.uk/schooltransport. A decision will be based on written evidence from a range of sources, for example, the Educational Psychologist, the parent/carer and the school Special Needs Co-ordinator (SENCO). An eligible child will show one or more of the following factors that impact on their ability to travel to school in the same way as other children of their age:

- Long term¹ severely restricted independent mobility.

¹ Long term describes something that is likely to last for at least a year or for the rest of the life of the person affected. This can include intermittent or sporadic conditions such as epilepsy or multiple sclerosis

- Lack of awareness of common dangers and lack of age appropriate independence skills so the child could be at significant risk when travelling to school. This could be caused by factors such as:

9.29 Just as an aim of special education provision is to increase the independence of the pupil, the way that a child travels to school should change over time, to reflect their increasing progress and maturity. For this reason, the transport needs of the child will be reviewed on a regular basis.

9.30 Transport will usually be arranged on a localised pick-up point basis, if assessed as appropriate through the transport needs assessment process. For all other children the pick-up and drop-off point will be as close as possible to the address at which they usually live.

9.31 If the child has a disability which affects their mobility, then the primary mobility aid (e.g. wheelchair or walking frame) will normally be transported, subject to risk assessment.

9.32 Pupils who attend special schools often take part in integration programmes with mainstream schools. Pupils are expected to attend their nearest qualifying school to enable the parent/carer to make their own arrangements to take or collect the child.

9.33 If a parent/carer moves home within Central Bedfordshire during the Academic Year, this will represent a change in circumstances and eligibility for travel assistance will be reviewed. The child should be transferred to the nearest appropriate school to the new address from no later than the beginning of the next academic year. However, if the parent/carer wishes their child to remain at the current school then transport will become their responsibility.

9.36 Where the transport need has not been assessed at the annual review or as part of the statutory assessment process, it will be necessary for an *SEN Transport Needs Assessment form* to be completed by the child's parent/carer. This will apply to children with Special Educational Needs who are not subject to assessment or do not have Statements of Special Educational Needs/ EHC Plans and also to children who do not have special educational needs but do have disability or mobility problems. Information is required on the mobility of the child, any special medical or behavioural conditions and any special equipment required to inform the individual assessment of transport need. The form should be passed to the Special Needs Co-ordinator at the school for endorsement. The view of the Special Needs Co-ordinator at the school will be taken into consideration when assessing the need for transport.

Parental Preference

9.37 It should be noted that the Council will consider transport to the nearest suitable school. If by parental preference a more distant school is named in the child's statement or EHCP but in the Authority's view the child's needs could be suitably met at a nearer school, transport will be the responsibility of the parent/carer.

Review of Transport Need and Assistance

9.38 Eligibility for travel assistance and the type of provision required will be reviewed on a continuing basis and at least once per academic year. Wherever possible the review will be undertaken following the child's statutory annual SEN Statement review. Any changes

will be implemented from the beginning of the next school term, or sooner by mutual agreement.

Pupils with Temporary Medical Problems

9.39 Travel assistance may be considered where a child lives within the defined walking distance to school relevant to his or her age and is attending the designated or nearest school available but is unable to walk to school because of a medical condition. This may be provided for a fixed period dependent upon the medical need identified by an appropriate medical practitioner, for example no more than 6 calendar weeks while the child is unable to walk the route due to a broken leg. The period may be extended on request by the parent/carer if the fixed term is likely to be inadequate because the medical condition persists.

9.40 It is the responsibility of the parent/carer to produce evidence of the medical condition in all cases, detailing:

- a. full medical details of the condition, including timescales for recovery;
- b. written medical confirmation regarding the child's fitness to return to school;
- c. the likely period for which revised travel assistance arrangements may be needed;
- d. the type of vehicle needed, where appropriate, for example, where the child is in a full body cast;
- e. any manual handling risks.

9.41 This should be endorsed by the General Practitioner (GP) or in certain circumstances by a medical consultant. The Council reserves the right to require the parent/carer to provide further medical evidence as deemed necessary. Any charges incurred by the parent/carer in providing this evidence will not be paid by the Council.

9.42 Similarly, if the travel arrangements made for a child, by the Council, are considered not appropriate as a result of an accident, planned surgery or an illness, then a request for revisions to the travel assistance arrangements must be made in writing, giving a minimum of 5 days notice.

9.43 All requests should be made to the Transport Team (Section 13, paragraph 17).

9.44 All decisions will be based on the facts provided, taking into account the needs of the child, the availability of appropriate travel assistance and any significant increase in costs.

9.45 Appeals against decisions not to provide additional assistance in these circumstances should be made in writing to be considered by the Transport Eligibility Panel (Section 13).

Pupils with a Disability

9.46 Where a pupil has a disability, under the Equality Act 2010 (Disability Discrimination Act 1995 and 2005) this policy illustrates that the Council will make reasonable adjustments as appropriate to the pupil's specific needs.

Parents with a Disability

9.47 The Council is committed to promoting equality of opportunity for disabled people and to eliminate discrimination.

9.48 The Council may exercise its discretion to provide travel assistance to a child who is of a primary school age, lives within the walking distance to their school and is attending the designated or nearest school available but where his or her parents are unable to accompany him or her on the walk to school because of a medical condition or disability.

9.49 The Council will consider the availability of help from immediate and extended family members and from neighbours. The availability of help through a School Travel Plan will be considered as will the use of any disability benefits to help secure attendance. It is expected that the parent/carer will have made every effort to secure other help. The Council may seek confirmation of this from the parent/carer, school or other agencies.

9.50 It is the responsibility of the parent/carer to produce evidence of the medical condition. This is normally endorsed by the GP or medical consultant. The Council may ask the parent/carer to provide explicit further medical evidence. If provided, the requirement for transport will be reviewed no less than on a termly basis.

9.51 All requests should be made to the Transport Team (Section 13, paragraph 17). Decisions will be based on the facts provided, taking into account the needs of the child, the availability of appropriate travel assistance and any significant increase in costs.

9.52 An appeal against a decision not to provide additional assistance in these circumstances should be made, in writing, to be considered by the Transport Eligibility Panel (Section 13).

Cared For Children, Refugees and Unaccompanied Asylum Seeking Children

9.53 The Council will exercise its discretion to provide a child with travel assistance to continue to attend their school, for a period of up to 12 calendar weeks where the child

- is temporarily living at a foster placement
- is within the Council area

9.54 Where a request for travel assistance does not meet the above criteria, arrangements for transport will fall to the Social Worker responsible, representing the Council as the corporate parent.

9.55 In general, where subsequent temporary placements occur after the initial 12 week period, no further transport assistance will be provided, however applications may be considered on the grounds of "individual or extenuating circumstances" (Section 9, paragraph 72).

Pupils Excluded from School

9.56 A pupil permanently excluded from a school will be provided with assistance to their new school provided it is both the nearest suitable school and is outside statutory walking

distance from home (Section 2). Exceptional arrangements may be made if a permanently excluded pupil attends alternative provision and this may include assistance with part-time attendance at other educational establishments as required by their particular needs.

9.57 The transport needs of pupils who attend alternative provision because of a fixed term exclusion from a school or academy will be a matter for the school and the parent/carer.

Children Admitted to School under the Fair Access Protocol

9.58 When considering the admission of pupils under the Council's Fair Access Protocol, which operates outside normal admission procedures, the nearest schools to the pupil's home address will be identified to determine which school should be offered. In administering this protocol the Council will consider a group of schools and identify with the pupil, their parent/carer and other relevant agencies the school to be approached. Account will be taken of the travelling distance to each school. Pupils who are placed under the Fair Access Protocol will be considered for transport as if the named school was their nearest suitable (qualifying) school.

Education Other Than at School

9.59 Where the Council arranges for a child to receive education other than in school then the location where education is provided will be considered as if it were a school when determining eligibility for transport assistance. In determining reasonableness, the Council will take into account the cost to the Council of the proposed transport and the availability of alternative arrangements.

9.60 Where a parent/carer has decided to educate the child other than at school, no assistance for transport will be available from the Council.

9.61 Where transport assistance is provided, there is an expectation that all children will travel by public transport unless either no public transport is available or the child's needs are such that this would not be appropriate (Section 9, paragraph 26 to 36), as decided by a relevant Officer. The parent/carer may be required to provide medical or other supporting evidence where there is a request for provision other than by public transport.

9.62 Where it is not appropriate to use public transport or where none is available then provision will be made by the Transport Team. Where it is more cost effective for the Council, a personal transport cost allowance will be offered to a parent/carer able to make their own travel arrangements (Section 11, paragraphs 26 and 27). Only where there is no reasonable alternative available will taxis/or minibuses be used for the entire journey.

9.63 Where a child remains on roll at a mainstream setting and that setting out-sources all or part of the education provision, the setting will be responsible for all transport arrangements for the child's off-site education provision.

9.64 The Council will only consider the provision of travel assistance where a child:

- a. is of statutory school age and lives within the Central Bedfordshire Council area; and lives further from the setting than the walking distance for the child's age or meets entitlement criteria; and

- b. has been placed in the school/setting by the Council and either
 - . has been permanently excluded or is at risk of permanent exclusion, or
 - . is unable to attend the designated setting due to exceptional circumstances, with appropriate supporting evidence having been provided; or
 - . is dual registered and meets standard eligibility criteria.

Children in Temporary Residential Circumstances

9.65 Where a family is forced to re-locate temporarily to alternative accommodation owing to circumstances outside their control:

- a) The Council is prepared under this policy to consider on its merits an application in respect of a child accommodated under a temporary/emergency arrangement otherwise than where responsibility is accepted by the Council in (b) below, having regard to the usual distance criteria (Section 2, paragraph 2), although this requirement may be waived in the case of a child accommodated in a refuge, whose safety would otherwise be at risk. Any such temporary arrangements made to provide travel assistance will be subject to review as necessary and at least on a termly basis.
- b) Where school transport becomes necessary on social grounds as a result of the intervention by the Council's Children's Services, transport will be provided

9.66 Regular work commitments or domestic difficulties of the parent/carer will not normally be considered. The parent/carer is expected to take their responsibility in enabling their child's attendance at school.

Children below Compulsory School Age

9.67 Assistance with transport is not provided for children under the statutory school age.

Emergencies and Requests at Short Notice

9.69 In exceptional circumstances the Council will attempt to make arrangements at short notice when requested. However, this cannot be guaranteed, and a parent/carer of a child who relies upon assistance may need to make their own arrangements at their own expense in the case of an emergency. The Council will not accept responsibility for any arrangements so made by a parent/carer.

9.70 Ordinarily no travel assistance will be provided, other than at the beginning and end of the normal school day. In cases of exclusion, illness, if a child has to go home during the course of the school day, or during examination periods, the school or parent/carer is responsible for transport. Reasonable adjustments may be made for pupils attending specialist or alternative provisions.

9.71 Transport during exam periods will be provided to the school in time to accommodate attendance for the first exam and will collect the child (ren) after the last exam. One journey inbound and one journey outbound per vehicle will be provided. This will be based

on the earliest start time and latest finish time for all children on board the vehicle for that day.

The Council will not consider an unaccompanied child. The law states that it is the parents' responsibility to ensure that a child gets to school, including accompanying them, if appropriate. This includes the parent determining how their child will get to school and may include making appropriate arrangements such as with a friend or a childminder to ensure that the child is accompanied.

The Council does not consider work commitments as an exceptional circumstance. The law states that it is the parents' responsibility to ensure that their child gets to school, and this may include making appropriate arrangements. This could include use of a childminder, friend, before school and after school club.

Parental Preference - If a parent has chosen a school which is not the nearest school to the home address, this is parental preference. The Council expects parents to have considered how to get their child to school. This could include use of a childminder, friend, before school and after school club.

Individual or Extenuating Circumstances

9.72 Individual consideration will be given to a child or children from vulnerable groups who do not meet the criteria set out above. The parent/carer must submit their application in writing, together with the details of any special exceptional circumstances they wish to be considered to the Transport Team.

9.73 Please note that individual family work commitments, childcare arrangements or inconvenience to a parent/carer are not normally taken into account when considering eligibility for travel assistance.

10. Circumstances Where Transport Assistance is Not Provided

Parental Preference

10.1 A child will be ineligible for travel assistance where he or she attends a school which is not designated for the home address or which is not the nearest available to the home address, where this is a result of parental preference.

10.2 When expressing a preference for a school other than the nearest school (qualifying school), parents and carers are strongly advised to consider their commitment to providing transport for the whole duration of a child's attendance at that school and to consider whether their ability to provide or pay for that transport is likely to continue over that period of time.

10.3 Particular care should be taken when using a concessionary seat on school transport (Section 11, paragraph 31). These seats are subject to removal with a minimum of two week's notice if required for new passengers who have eligibility for a seat. The withdrawal of a concessionary seat alone will not be considered as grounds for an appeal for assistance from the Council. Parents/carers should consider whether they are likely to be able to make their own arrangements should this occur before taking up a school place or moving house.

10.4 Where a child is withdrawn by a parent/carer from one school and placed in another school, travel assistance will not be provided unless the child is eligible, under the terms of this Policy, from the home address to the new school. Such a transfer of school will be regarded as an expression of parental preference.

Admission choices should not be made on the assumption that the same transport eligibility rules will apply throughout a child's education.

Children Attending a School on the Grounds of Religion or Belief

10.5 Travel assistance will not be provided by the Council to a parent/carer of a child attending school on the grounds of religion or belief ('denominational grounds'). The exception from this is where a child is from a low-income family, as detailed in Section 9, paragraph 1 v.

Outside the Normal Start and End of the School Day

10.6 No travel assistance will be provided at lunchtimes or at any time other than the normal start and end of the school day. Travel between these times will remain a parental

responsibility. Reasonable adjustments may be made for pupils attending specialist or alternative provisions. Please see section 9 paragraph 70 for more information.

Sibling, Brother, Sister

10.7 Assistance given for one child in a family will not create a precedent for any of his or her brothers or sisters or other children living at that address. Each child's case will be considered individually, and separate applications for assistance must be made for each child. If the Policy for Travel Assistance for Children and Young People Attending School has changed since the older sibling received assistance, the younger sibling will be subject to the new Travel Assistance for Children and Young People Attending School.

Change of Address

10.8 When there is a change of address, a child's transport entitlement will be reviewed under the policy in existence at that time. Travel assistance will not generally be given to maintain a pupil's place at a school if the family moves house to a more distant address from the pupil's school. However, if no place is available at the nearest qualifying school within the statutory walking distance from the new address then assistance would normally be given to the next nearest suitable (qualifying) school. Residents moving house are reminded that if they move to an address in another authority, their child or student will then become subject to the policies of the authority into which they have moved.

10.9 Where a child who is attending a school in Central Bedfordshire in years 10 and 11 has to move in exceptional circumstances to a new address in Central Bedfordshire this will represent a change in circumstances and their eligibility for transport assistance will be reviewed. They must have completed at least one term in year 10 at their current school.

10.10 Please contact the Transport Team on 0300 300 8339 or at school.transport@centralbedfordshire.gov.uk for further information on what would be defined as 'exceptional circumstances'. Parents/carers of a pupil with special educational needs, currently receiving transport who move house within Central Bedfordshire should provide as much notice as possible to the Transport Team and to allow their eligibility to be reassessed. If the pupil is entitled to transport from the new address, it may take up to 15 working days for transport to be provided.

10.11 The Council may offer to move the child to a nearer suitable school bearing in mind any special circumstances, for example, examinations or students in their final year. Should this offer be refused the current school may be deemed as a "parental choice" and not meet the criteria in Section 9, paragraph 28 to 36 of this policy.

Single Sex Schools

10.13 Travel assistance to single sex schools will not be supported unless the school concerned is the Council recognised nearest qualifying school, where the usual transport criteria will apply.

10.14 Similarly, if the Council recognised closest qualifying school is a single sex establishment, transport will not be provided to enable the child to attend a mixed school.

Part Time Attendance, Detention, After School Clubs, etc.

10.15 Travel assistance will not be provided at a time other than standard school times e.g. home during the day or late after school, including payback, detention, sporting or other after school clubs and societies. Pupils are expected to complete a full school day and fit into the normal timing of transport.

10.16 Where a child's day starts or finishes earlier or later the parent/carer would generally be required to make other transport arrangements outside of the Council provision. This can include pupils who have a phased induction period when first attending a school. For pupils attending a special school setting, reasonable adjustments may be made in order to facilitate their attendance during the normal school day.

Other Circumstances

10.17 Travel assistance will not generally be provided:

- if the school attended is not the one which the Council deems to be the nearest suitable school;
- to/from any address other than the primary home address (Section 9 paragraph 4);
- to enable the child to attend extra curricular activities or between institutions within the school day. (For journeys of this nature the organising school or institution will be responsible for transport arrangements);
- to attend dental or hospital appointments, or other non-educational appointments;
- in the event of sickness, where the child has to be collected from school (or returned to residential school midweek);
- for parents/carers attending review meetings;
- to attend work experience;
- to attend an induction day at another establishment;
- to accompany a friend home;
- following misbehaviour occurring on transport, which threatens the health and safety of staff and/or other pupils (Section 11, paragraph 35 and 36).
- when the pupil has repeatedly failed to take up the provision of home to school transport for which he/she is entitled, without prior notice or explanation given to Transport Team

Participation in Education or Training Post 16

10.18 The Education and Skills Act 2008 has now increased the age at which young people are required to participate in education or training to 18 years of age. However, this is not a change in the statutory school age (reception to the end of year 11), which this policy is aligned with, so it does not extend the entitlement for the provision of travel assistance beyond year 11.

10.19 Details of travel assistance available under the Council's Post 16 Transport Policy are available on the Council's website

<http://www.centralbedfordshire.gov.uk/schooltransport>.

DRAFT

11. Travel Assistance Provided

Mode of Transport

11.1 The Council will endeavour to follow established best practice in the provision of the most cost effective and appropriate home to school travel assistance for each entitled child, taking into account their own individual needs. It will make arrangements that enable an eligible child to reach school without such stress, strain, or difficulty that would prevent them from benefiting from the education provided.

11.2 Travel assistance arrangements will be designed to allow the child to travel in reasonable safety and in reasonable comfort. Priority will be given to travel assistance solutions that help to develop travel independence skills, so as the child grows older, they are better equipped to lead independent lives. Types of assistance that may be considered include:

- Travel pass for use on public transport
- Personal transport cost allowance payment to parents/carers
- Independent travel training (ITT)
- Cycle allowance, where available
- Travel pass to travel on Council contracted services
- A wheelchair accessible vehicle, if so required, or,
- in exceptional cases a taxi.

11.3 Travel assistance will be provided at an appropriate specified place and time. It is the parents/carers responsibility to ensure that the child is taken to the agreed pick-up point at the agreed time. No alternative transport will be made on the day and the parent/carer will be responsible for ensuring the child's attendance at school.

Pick-Up/Set Down Points and Timing

11.4 Children will be picked-up and set-down either from home, where their needs require this, or a convenient pick-up/set-down point. The Transport Team will notify these arrangements to the parent/carer.

11.5 Arrangements will not require a child to walk an unreasonably long distance to catch a public service bus, or a bus journey that ends at an unreasonably long distance from the school. A child may be required to walk up to one mile from home to the pick-up point and one mile from the set-down point to home. The actual distances will depend on a range of circumstances, including the age of the child, their individual needs and the nature of the route they are expected to walk to the designated pick-up/ set-down point.

11.6 It is the parent/carer's responsibility to take and collect their child to and from the vehicle or pickup/set down point. In the case of pupils with specific needs, alternative arrangements can be agreed with the Council with prior notice.

11.7 A parent/Carer may not vary the agreed pick up / drop off arrangements and neither passenger assistants nor drivers are authorised to agree route variations.

Route Planning and Route Reviews

11.8 The Transport Team regularly reviews transport provision and individual transport routes. A review may result in a change of arrangements to be provided. Notice will always be given to parents/carers ahead of any proposed changes to transport provision.

11.9 Consultation with the parent/carers will not normally take place as part of a route review. This is to enable route reviews to be carried out in a timely and efficient manner and to avoid raising parental expectations that a preference for a particular form of provision will override the cost-effectiveness or efficiency of the service provided. However, where a child's special educational needs indicate that he/she is particularly sensitive to change; the impact of any proposed change will be considered. This may involve discussion with the school or the parent/carers and school prior to any change to the travel assistance provided.

11.10 A parent/carers may receive notification at any time that the type of transport provision for their child's school transport is to be changed as a result of a review. Changes may involve:

- a. a new pick-up and set-down point (Section 11, paragraph 4 to 7);
- b. a change to journey times;
- c. a change to the contractor employed;
- d. the withdrawal of a passenger assistant.

11.11 Notice will be given of changes wherever possible, but some may need to be made at very short notice, for example as a result of sickness, road closures or the termination of a contract with a vehicle operator.

11.12 Children who are not entitled to transport assistance are not included in the planning of transport networks. No additional expenditure will be incurred in order to accommodate non-entitled passengers. This may mean that, for example, a smaller vehicle may be used on a route. The size of vehicle will be sufficient to carry entitled passengers but may not include space for existing concessionary passengers (Section 11 paragraph 31).

Maximum Journey Time

11.13 Best practice suggests that the maximum each way length of journey for a child of primary school age is considered to be 45 minutes; whilst a child of secondary school age could be expected to travel up to 75 minutes each way. However, a child's special educational needs and/or disability might be such that it implies a shorter maximum journey time.

11.14 Journey times may exceed these limits for exceptions such as:

- exceptional traffic or weather conditions;
- attendance at a special school;

- attendance at a remote boarding school;
- attendance at a remote school or institution in order to avoid exclusion;
- attendance at a remote school following a move in order to maintain educational continuity;
- attendance at an alternative school following an exclusion or managed move.
- where more than one establishment is served by one vehicle.

Provision of Passenger Assistants (PA)

11.15 Mainstream Transport

PAs are not provided on mainstream transport. The need for exceptional provision, on either a temporary or permanent basis, will be approved by the Transport Team on the basis of a risk assessment being undertaken. When a vehicle transports more than 16 pupils of lower school age a PA will generally be provided.

11.16 Transport for Pupils with Special Educational Needs

A PA is provided if, during the Transport Needs Assessment process, or at a later date, it is considered that the health and safety of the child, driver or anyone else travelling in the vehicle would be at risk if not provided. The need for such provision will be reviewed as part of the annual review.

11.17 PAs are generally only provided where the child has:

- a severe physical condition;
- a medical condition requiring immediate treatment;
- severe behavioural difficulties.

11.18 Passenger Assistants' Role and Responsibility

Passenger assistants are given a range of training, including emergency first aid and moving and handling of equipment or mobility aids. If a child has specific needs which requires specialist training, the Council will consider the request and the training which is required. On occasion the driver will also fulfil the passenger assistant role.

11.19 Passenger assistants will have had a Disclosure and Barring Service (DBS) check for people working with children before taking up duty. They will display their School Transport ID badge at all times when on duty.

11.20 Passenger assistants monitor the well-being and conduct of pupils and ensure their safety while the journey is in progress. They familiarise themselves with the children and ensure good behaviour during the journey. However, passenger assistants are not assigned for the specific purpose of managing behaviour, an acceptable standard of behaviour is expected as detailed in the *Code of Conduct for Pupils on School Transport* (Ref Doc 1).

11.21 In the event of a medical emergency, the passenger assistants will administer emergency first aid to the level to which they have been trained; this will normally be to make the passenger safe and then request assistance from the emergency services, where necessary. The passenger assistant/driver will not administer medication.

11.22 Passenger assistants have a responsibility to report any accidents, incidents, near misses or illnesses that occur in transit, to the school and to the Transport Team. They will take notes on the pupil's well-being, care for them on site and report back to the Transport Team, who will notify parents and schools, as appropriate.

Independence Training

11.23 For some children with SEN increased independence may be demonstrated by a child gradually developing the skills and confidence to travel by public transport, rather than on dedicated transport, or by being able to walk to school. For others it could be that they need less support and supervision.

11.24 Plans to encourage independent travel should be put in place by the school and parents/carers, working in partnership to mutually agreed targets. Progress will be evidenced at each subsequent Annual Review. This step is regarded as a positive achievement towards the child's progress in becoming a more independent traveller.

11.25 A secondary aged child with a Statement of Special Educational Needs who is eligible for travel assistance because of their special needs may also receive support for independence and mobility training as part of their school curriculum, if this is identified as a need. The way that the child travels to and from school should be used to help develop and consolidate new skills.

Personal Transport Cost Allowance (PTCA)

11.26 Where it offers the most cost effective solution or where a Motability Vehicle has been provided to transport the child, the Council will offer a PTCA payment, currently referred to as a "parental mileage" PTCA payments are designed to provide a broader range of transport options providing there is no alternative, cost effective travel assistance available. The current scheme is based on the distance between home and school for which a mileage allowance is paid and covers two return journeys to the school from the home address.

11.27 Details of the scheme are available in Ref Doc 2.

Sustainable Travel

11.28 The Council has legal duties, under the Education and Inspections Act 2006, to promote sustainable travel for children. These duties include:

- assessment of travel and transport needs
- audit of sustainable travel and transport infrastructure that may be used when travelling to or from school
- strategy to develop sustainable travel and transport infrastructure
- promotion of sustainable travel

Appeals against Suitability of Transport

11.29 If a parent/carer is dissatisfied by a decision taken in respect of the type of transport provided, they may appeal for the decision to be reviewed by the Transport Eligibility Panel (Section 13).

Monitoring of Transport Provision

11.30 The Transport Team will undertake regular checks to ensure compliance with service standards, including:

- spot checks on vehicles and licences;
- checks to ensure all drivers and passenger assistants are authorised and carry identification;
- checks to ensure that drivers and passenger assistants undertake duties in accordance with service standards and requirements;
- checks to ensure that contracts are operated in accordance with the agreed timetable.

Concessionary Travel Scheme

11.31 The Council is committed to supporting children to access school. Where a child is not entitled to travel assistance under this Policy, parents/carers may be able to buy a pass for a spare seat on a school contract vehicle once those entitled have been allocated a place. Passes can be bought for one term at a time and are allocated on a first come first served basis. Details of the scheme are available in Ref Doc 3.

Parents/carers should be aware that the seat can be withdrawn at any time, with a minimum of two weeks notice.

Requirement to Carry a Pass

11.32 All children are required to carry a pass, if issued to them, which demonstrates that they may travel on the vehicle. A pass may be issued where a child has a statutory entitlement, is carried on a discretionary basis or has purchased a concessionary seat on the vehicle.

11.33 A child who is unable to present a pass, when requested by the vehicle driver, passenger assistant or officer of the Council, may be refused entry to the vehicle. Pupils may not be refused travel in the journey to school unless prior agreement has been given by the Transport Team.

11.34 A child who has been issued with a pass and persistently travels without it will be deemed not to be abiding by the *Code of Conduct for Pupils on School Transport* (Ref Doc 1), a potential consequence of which is having their transport withdrawn.

Pupil Behaviour

11.35 The Council will withdraw its provision of travel assistance or employ other sanctions, as it considers appropriate, in the case of any child whose behaviour during the journey to or from school is not of an acceptable standard. In addition, schools may choose a number of sanctions ranging from detention to exclusion in order to deal with persistent misbehaviour on school transport.

11.36 Transport operators will advise the Transport Team where the behaviour of a child breaches the *Code of Conduct for Pupils on School Transport*, (Ref Doc 1) and in turn the parent/carer and school will be notified. Where a criminal act is suspected the police will be notified.

When School Transport Does Not Operate

11.37 There will be occasions when a vehicle does not operate; this may be because of bad weather including flooding or icy conditions where it is not possible for the vehicle to travel safely. In these circumstances a parent/carer may decide to make alternative arrangements to transport their child to school. This will be entirely at the parent's discretion and own cost. The parent/carer will also be responsible for the return journey should conditions not have improved sufficiently for school transport to be provided safely.

11.38 In all circumstances where a child has been taken to school by school transport, arrangements will be made to return the child home or to a place of safety.

12. Applying for Travel Assistance, Determining Eligibility & Setting Up Travel Arrangements

Children without a Statement of Special Educational Needs or Education Health Care Plan

12.1 Transport assistance is only provided on the basis of a formal application submitted by or on behalf of the parent/carer and the criteria set out in this policy are met.

12.2 Details of how to apply are available on the Council's web-site (<http://www.centralbedfordshire.gov.uk/schooltransport>) or by contacting the Transport Team on 0300 300 8339 or via school.transport@centralbedfordshire.gov.uk, (Section 13 paragraph 17)

12.3 For 'in year admissions' the Council will aim to process your application within 15 working days of receipt of a complete application. If arrangements take longer than 15 days, it may be possible to claim a refund from the 16th day and until such time as transport is provided. All refunds will be based on the cheapest fare available at the time of travel and tickets should be retained as proof of purchase.

12.4 Applications for transport which is due to commence at the start of a new academic year will display a 'return by' date. Applications received after this date will still be processed; however transport may not be in place for the beginning of the new academic year. Where parent/carers have to fund alternative methods of transport as a result of a late application, no refund will be given.

Children with a Statement of Special Educational Needs or EHCP

12.5 Transport assistance is only provided on the basis of a formal application submitted by or on behalf of the parent/carer or when the need for travel assistance is specifically identified as part of the annual review or statement process.

12.6 The type of assistance provided will be based on the assessment of individual needs; the Council will always seek to provide the most appropriate, cost effective provision within 15 working days of receiving a completed application. Where a Motability Vehicle has been provide to transport the child parental mileage will be paid.

12.7 Applications for transport which is due to commence at the start of a new academic year will display a 'return by' date. Applications received after this date will still be processed; however transport may not be in place for the beginning of the new academic year. Where parent/carers have to fund alternative methods of transport as a result of a late application, no refund will be given.

12.8 Details of how to apply are available on the Council's web-site (<http://www.centralbedfordshire.gov.uk/schooltransport>) or by contacting the Transport Team (Section 13, paragraph 17)

Measurement of the Walking Route

12.9 The distance between home and school is measured, using the Council's electronic geographical information system, from the pupil's home gate or drive nearest to the school to the nearest pedestrian gate to the school grounds, by way of the shortest available walking route.

Assessment of the "Available" Walking Route

12.10 The Council recognises that some routes to school may be "unavailable". A route is considered by the Council to be unavailable when a child could not be expected to walk to school, accompanied as necessary by an appropriate adult, in reasonable safety. Queries regarding unavailable routes should be directed to the Transport Team (Section 13, paragraph 17).

12.11 Where a child attends the designated or nearest available qualifying school and the walking route is unavailable and cannot be sufficiently improved, travel assistance will be provided unless there is an alternative available walking route under the walking distance defined in Section 2 paragraph 2. It should be noted that measurement and assessment of a route does not require the authority to assess the most direct or convenient route – any route that is available within the maximum distance means travel assistance will not be provided.

12.12 In assessing the comparative safety of a route, the Council will conduct an assessment of the risks a child might encounter along the prescribed route taking into consideration the latest national guidelines published by Road Safety GB and Department for Education guidance available at the time of assessment. The Council will undertake a rolling 5 year reassessment programme where each route which has previously been assessed as unavailable will be reassessed to determine if this is still the case.

12.13 Such assessments will feed into the Council's duty relating to sustainable school travel, and may inform the Council's plans to upgrade the highway infrastructure, support sustainable school travel or feed into school travel plans.

12.14 The Council will work with schools, road safety professionals, highways engineers and transport planners to reduce the number of unavailable routes. Where a route is no longer unavailable as a result of new building developments and roads, and/or remedial safety works, any transport previously provided but no longer required will be withdrawn. Transport provision will not be withdrawn with less than 12 weeks' notice.

Change in Circumstance

12.15 If there is a significant change in circumstances, such as a change in school or home address, a change in the parent's/carer's circumstances, or a change in the child's needs an immediate review of transport entitlement / provision may be required. It is the responsibility of the parent/carer to promptly notify the Transport Team (Section 13,

paragraph 17) of any change in circumstances that may affect the provision of travel assistance.

12.16 Where travel assistance is provided for temporary medical needs, a review date, based on medical evidence, will be set when the travel assistance is agreed. Where this is not possible, all arrangements will be reviewed in relation to the specific circumstances.

Correcting Errors / Withdrawal of Transport

12.17 If travel assistance has been provided as a consequence of an error of the Council, provision will not be withdrawn with less than 12 weeks' notice.

12.18 Where an improvement in the accuracy of methods for assessing eligibility identifies that assistance has been provided for a non-eligible child, provision will not be withdrawn with less than 12 weeks' notice. This may occur where the distance from home to school is re-measured and found to be under the relevant walking distance, or a suitable, available walking route has now been identified. In this case, the child will have benefited from free transport and would be expected to be able to walk to school and not be obliged to transfer to another school.

12.19 Where an improvement to a route is made and results in the route becoming available for a child to walk, accompanied as necessary by an adult, provision will not be withdrawn with less than 12 weeks' notice.

12.20 If travel assistance has been provided as a consequence of information provided by the parent, which was false or misleading and where correct and accurate information would have resulted in a refusal of a request for travel assistance, provision may be withdrawn immediately and will normally be withdrawn with no more than four calendar weeks' notice. Should the Council believe that information provided was deliberately false or misleading; the costs of providing the transport may be sought from the parent/carer.

13. Review of Decisions, Appeals Process & Complaints

Decisions, Review of Decisions and Appeals Process

13.1 Decisions regarding the eligibility for travel assistance, the mode of assistance, and other practical matters of travel assistance will be only taken by authorised Council staff. If a parent/carer is unhappy with a decision that has been made, that parent/carer should first take it up informally with the officer or Department that made the original decision. If it is necessary to put the query in writing, then the Council will offer assistance with this in the case of a parent/carer with a disability.

13.2 If the matter is not resolved informally in this way, then the parent/carer will be required to complete a *Transport Appeal Form* (TAF1) which can be downloaded from the Council website. Alternatively a copy of the form can be requested from the Transport Commissioning and Entitlement Team (Section 13, paragraph 17). The TAF1 form must be submitted within 20 working days of receipt of the original transport decision being made by the Council.

13.3 The completed TAF1 form should then be returned to the Transport Commissioning and Entitlement Team. The Transport Commissioning and Entitlement Team Manager together with another Children's Services officer will review the initial decision and further information submitted. This will be completed within 20 working days of receipt of the TAF1 form.

13.4 It is anticipated that the majority of appeals will be resolved at this stage. If the appeal is unsuccessful the parent/carer will receive a copy of the appeal form with the reasons given for the decision.

13.5 If the matter remains unresolved the parent/carer can make a further appeal to the Transport Eligibility Panel. Appeals must be submitted, using the TAF2 form available on the website, directly to the Appeals Clerk, within 20 working days of the receipt of the decision of the first appeal considered by the Transport Commissioning and Entitlement Team and a Children's Services Officer. When submitting the completed TAF2 form, parents/carers must also submit the decision letter you received as the result of the initial. The Transport Eligibility Panel consists of 3 people who are independent and who have volunteered for the role. They are not paid and are not associated with the Council or a school connected with the appeal except as an independent panel member. They are trained in all aspects of this Policy and will make decisions within its remit. A Clerk will be present to minute the hearing and will write to parents with the decision made by the Transport Eligibility Panel.

13.6 Parents/carers must submit all evidence to the Appeals Clerk 10 working days before your appeal is due to be held. Information on how and where to submit this evidence is on the TAF2 form. Evidence received after this will only be considered with the agreement of the Panel and late evidence may result in the appeal being moved to a later date.

13.7 Parents/carers are invited to verbally represent their case to the Panel. A maximum of 2 adults are able to attend a hearing. These can be both parents/carers or 1 parent and 1 supporter. An interpreter or signer may be provided if requested on the TAF2 form. No children may attend.

13.8 A member of the Transport Team will also be present to explain the reasons why transport, or the particular provision requested, had been refused.

13.9 The Panel will consider the information provided on the TAF2 form and any additional evidence provided by the parent/carer, as well representation from the Transport Commissioning and Entitlement Team. Appeals panels will be arranged as soon as is possible within 40 working days. The necessary documents will be provided to parents and the panel at least 5 working days before the appeal date, unless a shorter period is agreed beforehand. The outcome of the appeal will be advised to the parent/carer in writing within 5 working days of the appeal hearing. Where parents/carers have a disability which may impact on their ability to attend a hearing, or if they require assistance with language interpretation or reading, appropriate assistance will be provided by the Council if it is identified on the TAF2 form.

13.10 The Appeals Process detailed above does not prevent the parent/carer raising a school transport related issue with a local Councillor or any other person.

13.11 Where a parent/carer feels that an appeal has not been conducted in a fair manner, he or she may pursue a complaint using the Council's complaints procedure. (See 13.15 below).

Special Educational Needs and Disability Tribunal on Transport Provision

13.12 Where the pupil in question holds a statement of special educational needs or EHCP, it may be that a disagreement about travel is part of a wider question of school provision and placement. In such an instance, it may be necessary for the matter to be considered by a Special Educational Needs and Disability Tribunal. Although this body does not hear appeals specifically about transport, it may consider it as part of a wider appeal.

Complaints/Queries

13.13 If a parent/carer has a query or is dissatisfied by any aspect with regard to the determination of eligibility/entitlement for travel assistance, this should initially be brought to the attention of the Transport Commissioning and Entitlement Team.

13.14 Queries/complaints relating to journey planning, standard/condition of vehicles, drivers, passenger assistants and any other issues relating to the journey to/from school should initially be brought to the attention of the Client Transport Team.

13.15 If the complaint is not resolved to your satisfaction it may be escalated via the Council's Corporate Complaints Procedure www.centralbedfordshire.gov.uk/council-and-democracy/local-government-in-central-bedfordshire/customer-feedback/default.aspx

13.16 There is a right to complain to the Local Government Ombudsman if complainants consider that there was a failure to comply with the procedural rules or if there were any other irregularities in the way the appeal was handled. If the complainant considers the decision of the independent panel was flawed on public law grounds, the complainant may also apply for judicial review.

Contact Details

13.17 If you wish to discuss:

- entitlement to transport;
- an application for transport;
- amend or cancel transport;
- notify the Council of a change in medical needs, behavioral needs or additional support;
- change in existing timetable (part time or post 16 only)
- or if you wish to discuss the method of transport offered

Then please contact a Transport Officer at:

Tel: 0300 300 8339

Email: school.transport@centralbedfordshire.go.uk

Address: Transport Commissioning and Entitlement Team, Watling House, High Street North, Dunstable, LU6 1LF

13.18 If your child attends a mainstream school or college and you have a questions about one of the following:

- the condition of the vehicle
- vehicle arriving early or late
- behavior of the driver or passenger assistant
- location of pick up or drop off points
- an incident of bad behavior
- or any other concerns in relation to the service that is allocated

Then please contact Transport Coordinator at:

Tel: 0300 300 8167

Email: mainstream.transport@centralbedfordshire.gov.uk

Client Transport Team, Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ

13.19 If your child attends a special school or accesses alternative transport provisions due to their special educational needs and you have a question about one of the following operational issues including:

- condition of the vehicle
- the vehicle arriving early or late
- pick up points or times
- behavior of the driver or passenger assistant
- a new wheelchair or change in an existing wheelchair

- transporting equipment

Then please contact the Transport Coordinator at:

Tel: 0300 300 6969

Email: Sen.transport@centralbedfordshire.gov.uk

Client Transport Team, Priory House, Monks Walk, Chicksands, Shefford,
Bedfordshire, SG17 5TQ

13.20 Other useful contacts details:

School Admissions Team

Watling House, High Street North, Dunstable, LU6 1LF

0300 300 8037

admissions@centralbedfordshire.gov.uk

13.21 Customer relations

Priory House, Monks Walk, Chicksands, Shefford, SG17 5TQ

0300 300 6077 or 0300 300 4995

customer.relations@centralbedfordshire.gov.uk

Appendix 1: Definition of Terms

Academic Year, School Year

The academic year is deemed to start on 1st September in any given year and to end on 31st August in the following calendar year. In the exceptional case of a school whose academic year begins in August, the Council will consider whether it should take the date when that school's academic year starts as being the start of the academic year for a child or student attending that school.

Special Educational Needs and Disability (SEND) Support Team Most children with special educational needs will get all the help that they need through their SEND Support Plan, as schools have an allowance in their budgets to meet their needs. However, for a very small number of children, a statutory assessment may be required. A statutory assessment is when the Local Authority looks carefully at a child's learning difficulties. Once the Local Authority has received all the information and looked at it, a Referrals Panel will decide whether to assess the child to see if he/she needs a Statement or Education Health Care Plan (EHCP). In Central Bedfordshire this process is managed by the Assessment and Monitoring Team.

Address, Home Address

For the purposes of home to school transport the home address will be deemed to be where the child predominantly resides, normally with someone who holds parental responsibility. Proof of residence may be requested to confirm that a child and the child's family are resident at a specified address. The following are examples of items that may suffice as proof:

- Child Tax Credits
- Working Tax Credits
- registration on the electoral roll
- utility bills
- bank statements
- driving licence
- mortgage or tenancy account details

The list of documents above is not exhaustive and the Council may ask for permission to gain access to other local authority information, for example Council Tax or Housing Benefit records. If doubt exists, the Council may also require a parent/carer to complete a formal statement to certify the home address. This would be discussed at the appropriate time.

Alternative provision

For some children, an education outside of school can be the most appropriate option. When this is arranged by LAs, schools or a group of schools, it is called alternative provision. It can range from pupil referral units (PRUs) and further education colleges to voluntary or private-sector projects.

Boarding/Residential Schools

Boarding/Residential schools are those that provide overnight accommodation arranged or provided by the school, at the school or elsewhere.

Cared for Children (Looked After Children)

A 'cared for child' is a child who is in the care of a local authority or provided with accommodation by that local authority (as defined in section 22 of the Children Act 1989).

Children who were previously Cared for

Children previously in the care of the local authority as defined above, but subsequently became subject to an adoption, residence, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A child arrangement order or 'residence order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

.Child, Children

A young person of compulsory school age (from 5 years to 16 years old).

Compulsory (Statutory) School Age

Children reach compulsory school age at the beginning of the term following their 5th birthday. In compliance with legal requirements, children may start school in the reception class in the September following their 4th birthday. Parents/carers can request that the date their child is admitted to the primary school is deferred until later in the school year or until the child reaches statutory school age in that school year. To help younger children adjust to school, schools may phase full-time admission, admitting these children on a part-time basis. Arrangements are decided at school level.

Statutory school age ceases on the last Friday in June in the school year when the young person reaches the age of 16. No account is taken of the National Curriculum Year in which a pupil is being educated when determining the year in which compulsory school ages ceases.

The Education and Skills Act 2008 has now risen the age at which young people are required to participate in education or training to 18 years of age. This does not necessarily mean they will have to stay on at school after Year 11 as they will have a choice about how they want to participate post-16, which could be through full-time education, such as school or college; work-based learning, such as an Apprenticeship; or part-time education or training if they are employed, self employed or volunteering for 20 hours or more a week.

Council (Authority, Local Authority)

This is Central Bedfordshire Council. Decisions of the Authority are carried out in the name of the Authority by its officers.

Disability

From 1 October 2010, the Equality Act replaced most of the Disability Discrimination Act (DDA) 1995 and 2005. However, the Disability Equality Duty in the DDA continues to apply. The Equality Act 2010 aims to protect disabled people and prevent disability discrimination by ensuring that reasonable adjustments are made to accommodate the needs of all individuals. Under the Act, a person has a disability if they have a physical or

mental impairment and the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities.

Harassment

Harassment occurs when an individual engages in unwanted conduct which is related to age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex or sexual orientation and which the purpose or the effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliation or offensive environment.

Unwanted conduct can include spoken or written words or abuse, imagery, graffiti, physical gestures, facial expressions, mimicry, jokes, pranks, acts affecting a person's surroundings or other physical behaviour.

The word 'unwanted' means the same as 'unwelcome' or 'uninvited'. 'Unwanted' does not mean that express objection must be made to the conduct before it is deemed to be unwanted. A serious one-off incident can also amount to harassment.

Dual Registration

The law provides for pupils to be registered at two separate schools in cases where a child has no fixed abode for the reason that a parent is engaged in a trade or business of such a nature as to require travel from place to place.

Client Transport Team

The Client Transport Team are the Council department responsible for sourcing the most cost effective appropriate transport for entitled children. The Client Transport Team develop and maintain relationships with all transport providers and ensure that vehicles and drivers comply with all necessary statutory regulations.

Mainstream School

A school that is not a special school for pupils with special educational needs.

Out-of-Council Area

In reference to a school, this means a school which is neither maintained by Central Bedfordshire Council nor is an academy, free school, UTC or Studio School within the Council's boundary. In reference to a place it means a place located outside the administrative boundary of Central Bedfordshire Council.

Parent/Carer or Guardian

In this Policy, the parent/carers will be taken to be the person with whom the child or student predominantly resides. This can include a person who is not a parent but who has parental responsibility or care of the child or student. If the person is not the birth parent or adoptive parent, then evidence may be sought to ascertain that the legal basis of the relationship. In this policy the terms parent or carer are taken to include guardian or guardians.

Publicly Funded Schools

Maintained schools are funded by central government via the local authority and do not charge fees to students. The categories of maintained school are: community, community special, foundation (including trust), foundation special (including trust), voluntary aided

and voluntary controlled. There are also maintained nursery schools and pupil referral units.

Academies and free schools are publicly funded independent schools. Some academies, generally those set-up to replace underperforming schools, will have a sponsor. Sponsors come from a wide range of backgrounds including successful schools, businesses, universities, charities and faith bodies. Academies receive their funding directly from the Education Funding Agency (EFA) rather than from local authorities.

The Funding Agreement between the establishment and the Secretary of State provides the framework within which Academies, Free Schools, UTCs and Studio Schools operate.

Private Schools

Private schools may be either non-maintained or independent, according to their foundation and legal status and receive their funding either direct from parents, from charitable trusts or from places purchased by local authorities. Generally, although not exclusively, an independent school is usually one run privately for profit whereas a 'non-maintained' school is run 'not for profit' usually by a charitable body.

Special Educational Needs

A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996 that specifies the special educational provision required for that child. Assessments after 1st September 2014 will be carried out under the Children and Families Act 2014 for an Education, Health and Care Plan (EHCP). Schools must admit a child with a Statement of Special Education Needs or EHCP that names their school.

Special School

Schools that provide education for children and young people with complex or specific needs which generally cannot be fully met in a mainstream setting.

Studio Schools

Studio Schools cater for 14 to 19-year-olds, delivering project-based, practical learning alongside mainstream academic study. They are small schools - typically with around 300 pupils - delivering mainstream qualifications through project based learning. Students work with local employers and a personal coach, and follow a curriculum designed to give them the skills and qualifications they need in work or to continue in education.

University Technical Colleges (UTCs)

UTCs are Technical Academies for 14-19-year-olds. They offer technical courses and work-related learning, combined with academic studies. Each UTC is sponsored by a university and industry partner and responds to local skills needs. They provide young people with the knowledge and skills they need to progress at 19 into higher or further education, an apprenticeship or employment.

Ref Doc 1: Code of Conduct for Pupils on School Transport

In order to ensure safe travel to school, pupils should always:

- Wait sensibly off the road, in a safe area for the vehicle at the designated pick up point;
- Be ready at the designated pick up point at least 5 minutes prior to the scheduled collection time;
- If issued ensure that you have your travel pass ready to show the driver before getting on to the vehicle;
- Be polite, courteous and respectful to the driver, passenger assistants and all other passengers on the vehicle;
- Remain in their seat whilst on board the vehicle and in allocated seat if specified by the operator or establishment;
- Wear provided seatbelt or any other specialist equipment at all times throughout the journey;
- Put belongings safely and securely out of the way and keep the gangway clear;
- No food or drink to be consumed on the vehicle unless prior agreement has been obtained from the Council;
- Leave the bus clean and tidy taking all belongings with you when leaving the vehicle;
- Adhere to any instructions given by the driver or passenger assistant at all times;
- If there is an accident pupils should stay on the bus until advised otherwise by the driver/passenger assistant of the appropriate action;
- If pupils leave the vehicle without the drivers permission this will be reported to the school, the Council and where possible to the parent/carer;
- Adhere to the Highway Code at all times.

Pupils should never:

- Allow another pupil to use their travel pass;
- Distract the driver;

- Operate the doors or emergency exits unless there is an actual emergency;
- Deliberately damage or vandalise the vehicle;
- Throw items around inside or out of the windows of the vehicle;
- Smoke including electronic products or use cigarette lighters whilst on the vehicle;
- Intimidate, bully, harass or be verbally or physically abusive towards other passengers, the driver, passenger assistants, school or council staff or members of the public

The individual needs of the pupil will be taken into consideration before issuing a temporary or permanent ban from transport.

Parents are responsible for any damage caused to the vehicle and will have to reimburse the operator accordingly.

If you break these rules you may lose your entitlement to transport and your parents will have to make alternative arrangements to get you to school.

DRAFT

Ref Doc 2: Personal Transport Cost Allowance (PTCA)

The Council may request that a parent/carer make their own arrangements to convey their child to and from school:

- Where a Motability Vehicle has been provided to transport the named pupil.
 - where an entitlement to transport exists and there are difficulties in negotiating a suitable transport contract;
 - where an entitlement to travel assistance exists and there is no current transport provision available;
 - where an entitlement to transport exists and to make a mileage allowance payment is financially advantageous to the Council;
 - in other circumstances to be determined by the Transport Team.
- Where this is agreed by the Council, the parent/carer will be paid a personal transport cost allowance. The current scheme is based on the distance between home and school for which a mileage allowance is paid and covers two return journeys from the home address to the educational establishment. This scheme will be reviewed on a regular basis.
- The parent/carer will be required to complete a PTCA form, supplied by the Client Transport Team, this needs to be authorised by the school and submitted to the Client Transport Team monthly/termly, as agreed.
- The Council is currently paying a rate of 36p per mile, which is reviewed on an annual basis; the daily mileage payable will be agreed by the Client Transport Team.
- Where agreed, the allowance may be paid for boarders on the following basis:
 - a. Termly boarding –at the beginning and end of each term and at the beginning and end of the mid-term holiday.
 - b. 12 day boarding – on alternate weekends and at the beginning and end of each term.
 - c. Weekly boarding - to school on Monday and from school on Friday each week.
 - d. 52 week placement – up to a maximum of three return journeys a year.
 - e. Attending one statement review per year at an out-county school.
 - f. Other exceptional circumstances agreed by the Transport Commissioning and Entitlement Team.
 - g. Parking, subsistence and other expenses will not be paid.
- The Council will review, on a regular basis, the payment of all PTCA payments and these may be withdrawn, with no less than 12 weeks' notice, if:
 - entitlement to home to school transport support is withdrawn;

- in other circumstances determined by the Transport Commissioning and Entitlement Team.
- In the event that the PTCA is withdrawn as a result of concerns being raised about the unauthorised absence/punctuality of the child, the 12 week notice period will not apply.
- In the event that a more cost effective form of transport provision becomes available, the 12 week notice period will not apply.
- The feasibility of the parent/carer of making their own travel arrangements and applying for a PTCA will be discussed by the Council when evidencing eligibility for travel assistance and at subsequent reviews.
- A parent/carer who is agreeable should be advised that the allowance is not likely to be offered where a place in shared transport or more cost effective travel assistance can be offered
- The Transport Transport Team will discuss the possibility of a personal transport cost allowance payment as an alternative to taxis for existing entitled pupils.

DRAFT

Ref Doc 3: Concessionary Travel Scheme

The Council is committed to supporting access to school where pupils do not qualify for transport assistance. A charge may be made for "spare seats" on the school bus provided the pupil is a Central Bedfordshire Council resident, the route is operated on a contracted basis, they can be accommodated at no extra cost to the Council and there is an existing provision in place. Concessionary spaces are:

- a. Charged on a termly basis.
- b. Free for children entitled to free school meals, or whose parents are in receipt of the maximum level of Working Tax Credit.
- c. Issued on a first come first served basis where demand for places exceeds availability.
- d. Fixed at the termly rate. No pro-rata reductions are available for part week travel or single daily journeys or where for operational reasons, delays may occur in the issue of passes.

Concessionary places are not available on routes registered as public service routes, where the child pays the fare direct to the driver.

Prices for concessionary seats are revised each financial year with new charges coming into effect at the start of each Summer term.

It should be noted that the provision of a free concessionary pass will be based on the same benefit criteria as for families entitled to free transport on low income grounds. This will mean that certain families in receipt of working tax credit, but not at the maximum rate, who may have previously received passes free of charges, will in future, be required to pay.

The parent/carer should be aware that the concessionary place can be withdrawn at any time, with a minimum of two weeks notice. The place will be withdrawn if the seat is required for an entitled pupil, the service is withdrawn or the passenger carrying capacity of the vehicle is reduced.

Where a concessionary seat is withdrawn, this will be on a last-in, first-out basis.

When a concessionary place is abandoned by a parent or post-16 student, no refund for previously unused journeys will be given. If the Pass issued is returned a pro-rata refund will be given from the date received. Refunds may be subject to an administration charge.

The Council reserves the right to decline any application or withdraw a concessionary pass where the pupil's behaviour is deemed to have put themselves or others at risk. By accepting a concessionary pass, parents/carers and pupils are agreeing to the Policy's Code of Conduct (Ref Doc 1)

Concessionary passes are sold at the discretion of the Council and applications may be refused if the sale is in direct conflict with prior agreements with schools.

Ref Doc 4: Notes for Schools

1. Central Bedfordshire Council will help with the travel arrangements of children who qualify under distance or special needs criteria as set out in the Home to School Transport Policy for Pupils of Compulsory School Age.
2. When arrangements have been made, parents will be informed in writing. The letter will explain the pick-up arrangements, the responsibility of the parents to ensure their children are ready on time, that a responsible adult will be there to receive them and that their children will behave in a responsible way.
3. The safety of the child is fundamental to the policy. Where seat belts are fitted and should be worn by all passengers.
4. Where Passenger Assistants travel with children they will:
 - Inform the school of any incidents, bad behaviour or accidents involving the children;
 - take medication between parents and schools, but only when it is in a sealed container which has been clearly labelled with the pupil's name;
 - report any notified absences or irregular incidents.
5. When a Passenger Assistant or driver has a problem with a child's behaviour the schools head teacher or member of staff with specific responsibility for transport will be contacted. The Client Transport Team may withdraw transport if unreasonable behaviour causes an increased risk to passengers, other road users and/or the driver.
6. The school is responsible for the child from the time of getting off the vehicle until the time the child is returned to the vehicle. School staff should be available to help with the assisting of children to and from the transport. The school is responsible for ensuring that pupils are ready at the designated collection point on time. Drivers are instructed to leave the schools punctually. Pupils who are to be kept back for any reason will be the school's or parents/carers responsibility to arrange for transport to the pupils' home.

Any traffic management systems or problems relating to transport of pupils should be directed to the Client Transport Team (see section 13.18 and 13.19).
7. Schools should:
 - promote compliance with the *Code of Conduct for Pupils on School Transport*;
 - have in place a system that checks the arrival and departure of school buses and provide information to the Client Transport Team on the quality of transport services provided;
 - Establish a traffic management system to ensure that home to school transport suppliers can manoeuvre and park safely and that passengers can board and alight safely.

- advise the Transport Commissioning and Entitlement Team of changes of address of pupils or other changed circumstances which may affect the transport requirements;
 - assist the Client Transport Team in dealing with cases of difficulty on transport, for example misbehaviour by pupils;
 - receive reports from passenger assistants on any signs of ill treatment of pupils and process these as considered necessary, in accordance with Child Protection guidance;
 - assist the Client Transport Team and Transport Commissioning and Entitlement Team in contacting parents in the event of breakdowns or accidents to transport, significant changes in transport times / arrangements in emergencies, absconding of pupils from transport etc;
 - advise the Client Transport Team of dates of school terms, inset days and holidays and other closures, including weather related closures.
 - advise the Client Transport Team with at least one terms notice of any planned closure days outside the Council published term dates. If notice is less than one term, any incurred transport costs will be the responsibility of the school
 - have a member of staff designated for dealing with all matters relating to school transport issues.
8. Plans to encourage independent travel must be put in place by the school and parents/carers working in partnership to mutually agreed targets and evidence of progress will be required at each subsequent annual review. Schools and parents/carers should encourage pupils to walk, cycle or to take up public/community transport options at the earliest opportunity. This step will be regarded as a positive achievement towards the pupil's progress in becoming an independent traveller.

This page is intentionally left blank



Children's Services

Policy for Travel Assistance for Post 16 Students

2017/2020

June 2017

Author(s):	Susan Childerhouse Assistant Director Public Protection and Transport
Date agreed:	

Purpose

The purpose of the Post 16 Travel Assistance Policy is to facilitate access to education for students aged 16-18.

Policy

The duty placed on local authorities in respect of the provision of travel assistance to post 16 students requires a travel assistance policy statement to be prepared and published in each year, by 31 May, disclosing the provision being made by the Council for this group. The Council has a discretion which it can use to offer assistance towards a person's reasonable travel needs.

The Council considers any application for travel assistance for a person of sixth form age against this policy.

Assistance will only be provided where the following circumstances apply, and the student is attending the nearest appropriate maintained establishment offering the majority of the chosen course(s), and that establishment is more than 3 miles by the shortest available walking route from the home address:

Low income families

Provide travel assistance to qualifying low income families, subject to a contribution from the student/parent of £400 per annum or £900 per annum for SEN students. This being based on 50% of the average cost of post 16 transport provision in Central Bedfordshire. The option will be available to pay this in termly instalments over the academic year.

Children from low income groups are defined as those who are entitled to free school meals, or those families whose annual taxable household income is less than £16,190* and are in receipt of their maximum level of Working Tax Credit (WTC).

Statemented SEN students

Where a post 16 student has a statement of SEN or an Education, Health and Care Plan (EHCP) and is attending the school named within their statement/plan as the nearest appropriate school for their post 16 education – public transport will be promoted for this group and travel training referrals will be made for all students with the expectation that they will be assessed for suitability for training by the end of the first term of post 16 education. A charge for transport will be made on a sliding scale based on the income of the family at the time of application. Low income families, as defined in (i) will be required to contribute £900 towards the cost of transport. All other applicants will be required to make a contribution of £1,800 towards the cost of transport.

Students with SEN who are no longer statemented

Those students who had a statement of SEN or EHCP in year 11 who will be attending a school or college to continue their education and require additional

support to do so. Low income families, as defined above will be required to contribute £900 towards the cost of transport. All other applicants will be required to make a contribution of £1,800 towards the cost of transport. All applications will be considered based on the evidence provided to support the claim at the time of application.

Residential placements

Where a student attends a residential school or college, travel assistance will be provided in accordance with the accommodation arrangements:

- Termly boarding
- 12 day boarding
- Weekly boarding
- 52 week placement

Termly boarding – travel assistance will be provided at the beginning and end of each term and at the beginning and end of the mid term holiday.

12 day boarding –travel assistance will be provided on alternate weekends and at the beginning and end of each term.

Weekly boarding –travel assistance will be provided on Monday and Friday each week.

52 week placement – travel assistance will be provided for three return journeys per year.

In the interests of the efficient use of resources the council will, in all cases, encourage parents/carers to transport students for which mileage reimbursement may be made. Where a Motability vehicle has been provided for the student transport assistance will be by means of mileage payment.

Any additional transport requirements to those set out above will remain the responsibility of the parent/carer.

Apprenticeships and Traineeships

Apprentices are paid directly by their employer and as such do not fall into the remit of this Policy.

Travel costs to and from the place of employment should be met by the employer or by the apprentice.

Traineeships are unpaid work based training. Trainees will only be eligible for travel assistance if they meet the eligibility criteria stated within this Policy. Travel assistance for Trainees will only be provided to and from the base of education.

Any travel to and from additional work placements will be the responsibility of the education provider or the trainee.

Young people who are Not in Education, Employment or Training – known as ‘NEETs’

The Council’s Youth Support Service work closely with young people who are at risk of becoming NEET.

Youth Support track the progress of young people into Post 16 education, employment and training. This includes putting in place a number of interventions to proactively re-engage Young People who are NEET – including the delivery of information, advice and guidance and signposting to local services that would help secure their participation.

Youth Support also work in partnership with training providers such as 4YP to help those who are at risk of becoming NEET. For more information please go to <http://www.centralbedfordshire.gov.uk/learning/youth-support-service/default.aspx>

Young parents in education

The Care to Learn Scheme is administered by Central Government and can pay towards the child care costs for young parents who are:

- under the age of 20 at the start of the course;
- the main carer for the child(ren)
- live in England
- your course qualifies
- your childcare qualifies

For more information on the Care to Learn Scheme please go to <https://www.gov.uk/care-to-learn/overview> or contact your education provider directly.

Travel Assistance on grounds of medical needs

Where a student attends the nearest school or college offering the qualification and subject they are studying for, travel assistance can be considered on medical grounds when the distance between home and establishment is no more than 20 miles.

This will be calculated by the shortest available walking route if up to 3 miles or the shortest motorised route if over 3 miles. Each application is considered on an individual basis and travel assistance may be provided for short term or long term medical needs.

It is the responsibility of the parent/carers to produce evidence of the medical condition in all cases, detailing:

- full medical details of the condition, including timescales for recovery;

- written medical confirmation regarding the child's fitness to return to school;
- the likely period for which revised travel assistance arrangements may be needed;
- the type of vehicle needed, where appropriate, for example, where the child is in a full body cast;
- any manual handling risks.

This should be endorsed by the family doctor or in certain circumstances by a medical consultant. The Council reserves the right to require the parent/carer to provide further medical evidence as deemed necessary. Any charges incurred by the parent/carer in providing this evidence will not be paid by the Council.

Travel assistance will be arranged in the most cost effective way and be provided for a maximum of one term at a time.

Where agreed travel assistance will be provided to families with a low income at the subsidised rate as set out in the Council's Fees and Charges Policy. The charge will be determined at a pro rata rate for the number of weeks for which travel assistance is agreed.

Travel Assistance for children for whom Central Bedfordshire Council is a Corporate Parent

Whilst representing only a very small number of the total 16 – 18 age population, Looked After Children (including Unaccompanied Asylum Seeking Children) can be some of the most vulnerable students in need of support. The most suitable establishment to meet these particular students' needs will not always be the nearest school or college to their home address.

As Corporate Parents to these children, Central Bedfordshire Council will ensure that travel assistance will be provided for students to attend the most suitable establishment to meet their individual needs, irrespective of distance.

Other Students

Other students will be able to purchase passes from the Local Authority but this will be on a full cost recovery basis and only on existing routes, in place at the time of application, where capacity allows. Bespoke transport or individual taxis will not be provided. Families would be able to take advantage of the bulk purchasing power of the Council and pay a reduced rate for transport on existing services.

Amplification of the policy

General terms of provision

1. Whilst the Council is not required, by law, to provide support for the transport of Post 16 students, it continues to provide assistance in this area. Eligibility will be conditional upon the student attending, on a full time basis at the nearest establishment offering the majority of the course.
2. The travel assistance provided to eligible students should be the most cost effective to the Council and will take the form of a travel pass to use on an existing school contract bus, public bus or train.
3. Taxis will not be provided. The only exceptions to this will be for those students with severe physical or learning difficulties where, upon receipt of sufficient evidence, taxi provision will be considered alongside other options such as Independent Travel Training or a Personal Transport Budget.
4. Connecting transport will not be provided to a pick-up point (e.g. bus stop or railway station) that is less than 3 miles from the student's home address. Where connecting transport is provided it will be in the form of existing public or school contract transport only. Central Bedfordshire Council will not procure new vehicles in the absence of existing transport routes. Where there is no existing transport in place students/parents will be responsible for travel arrangements to the nearest pick-up point regardless of distance.
5. In the absence of any existing public or school contract transport to a pick up point, upon request, a fuel allowance of 17p per mile can be considered (to and from that point) providing the journey is over 3 miles. This will be up to a maximum claim of £4.95
6. The legal requirement to provide transport assistance where the route is deemed unavailable to be walked, accompanied as necessary, only applies to students of statutory school age. Therefore, such circumstances will not confer an entitlement to transport assistance for post 16 students.
7. Where students wish to attend colleges outside of Central Bedfordshire transport will be provided to the nearest mainline station to the students address. Students will be responsible for making their own arrangements from the mainline station to their respective college/sixth form.
8. Transport services will not be tailored to meet individual timetables but consideration will be given whenever possible to minimise inconvenience to students. Specific transport will not be provided if the public or contract school bus timetables are not in line with that of the student. In such circumstances students are expected to make suitable adjustments to their travel arrangements.

9. In situations where, as a result of the course chosen by the student, the journey time is lengthy, whilst transport assistance will still be provided, the student/parent will be responsible for managing that journey.
10. Transport assistance is not provided to learners undertaking work placements, apprenticeships or traineeships. In these circumstances learners are advised to contact their employer or learner provider.

Age

To be eligible for assistance a student must be under 19 years of age at the beginning of the first year of their course. For courses starting in the autumn term the academic year starts on 1 September. For the avoidance of doubt, a student who has already attained or will attain the age of 19 on or before 31 August in the calendar year of their first application for assistance with Post 16 transport will not be eligible for support from the scheme. Any student aged 19 or over on 31 August in the calendar year of their application, will only be eligible to apply for support if they can demonstrate explicitly that their course is a continuation of one on which they have already successfully completed the first year of study, having started the course prior to attaining the age of 19. The onus will be on the student to prove continuous study.

If a student is 19 or over and is attending a course as part of a formal or informal care plan, and is not eligible for support from the Post 16 transport scheme, they will need to seek support from an alternative funder/provider for the transport necessary to enable them to access that course.

Where the course the student is studying is on a split site transport will only be provided to eligible students to the main qualifying campus.

For students with a current statement of special educational needs, the school named in this statement will be considered the appropriate establishment to the students' home address provided the school named in the statement was determined by the Statutory Assessment Service.

Where parents have asked for a school to be named, transport will remain the responsibility of the parent.

If a student has been entitled to travel assistance to a specialist school for their statutory school years and they are continuing their education at this school they will continue to be entitled to travel assistance (on payment of the charge) as it will be considered that this school is the nearest establishment that offers the course the student is pursuing and that can best meet their needs.

If the student was originally awarded travel assistance to school as an exception to the usual policy, there is no automatic entitlement for assistance to continue. Such cases will be assessed individually under current policies. If additional information is submitted to support such applications, this will be taken into consideration at the time of assessment.

Where a student has been entitled to travel assistance to a specialist school for their statutory school years and they have decided to move to another establishment to complete their schooling they will not automatically be entitled to travel assistance. Their application will be assessed according to the Post 16 Transport Policy and from the information we have received from their school.

16 to 18 Bursary Fund

Education providers have access to the 16 to 18 Bursary which young people can access. This is split into two types of bursary; the Discretionary Bursary and the Vulnerable Student Bursary.

Young people can apply for the Discretionary Bursary if they are not eligible for assistance through their local authority. Applications for this are made directly to the education provider and the local authority are not involved in the decision making process.

The Vulnerable Student Bursary may be open to those who:

- Are in or have recently left local authority care;
- Get income support or universal credit in the name of the young person;
- The young person is disabled and gets both Employment and Support Allowance (ESA), and either Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in their name.

Some establishments also provide a Discretionary Hardship Bursary for exceptional circumstances. Please contact your education provider for more details.

Each education provider administers these bursaries differently and the Council would advise young people to contact the Student Support Services at the college or school prior to their course starting to investigate any options which may be open to them.

Independent Travel Training

Students who are assessed as able to receive Independent Travel Training will be offered this training. This will help the students become more independent and confident in their everyday lives and give them skills for life. If the training is successful the student will be provided with the appropriate ticket for the transport and route they have been trained on and will be expected to use this method to get from home to school/college. Taxis will not be provided to students once successful training has been completed.

Alternative provision

The Council actively encourage young people to explore alternative transport provisions before applying for assistance through this Policy.

The Council works in partnership with Travel Choices, Bikeability and Scootability to offer alternatives to young people who wish to use public transport, cycles or scooters to get to their place of education. For more information please visit the Council's website www.centralbedfordshire.gov.uk

Young people are also advised to explore public transport options to facilitate their attendance. Traveline offer advice on public transportation such as rail and bus services. Further information is available at www.travelineeastanglia.co.uk people may wish to contact public operators directly to explore the options of reduced fares which may be open to those who are in post 16 education.

Further information can be found at:

- Arriva - <https://www.arrivabus.co.uk/south-east/bus-tickets/multi-journeysaver-tickets-in-the-south-east/bedfordshire/>
- Stagecoach - <https://www.stagecoachbus.com/about/east>
- Grant Palmer - <http://www.grantpalmer.com/>
- Centrebus - <http://www.centrebus.info/Pages/Bedfordshire.aspx>

For those who have access to a Motability vehicle, the Council can pay a mileage allowance towards your journey to school or college. This can aid in a student's independence and allows for a more flexible journey to and from the place of education.

Changes to the Policy

Should any significant changes be proposed to this policy or associated policies, the Council will carry out the necessary consultation processes in line with the relevant Department for Education guidance; giving schools, parents, colleges and young people the opportunity to comment. Details will, as a minimum, be available on the Council's website.

Appeals

Decisions regarding the eligibility for travel assistance, the mode of assistance, and other practical matters of travel assistance will only be taken by authorised Council staff. If a parent/carer is unhappy with a decision that has been made, that parent/carer should first take it up informally with the officer or Department that made the original decision. If it is necessary to put the query in writing, then the Council will offer assistance with this in the case of a parent/carer with a disability.

If the matter is not resolved informally in this way, then the parent/carer will be required to complete a *Transport Appeal Form* (TAF1) which can be downloaded

from the Council website. Alternatively a copy of the form can be requested from the Transport Commissioning and Entitlement Team (See appendix B). The TAF1 form must be submitted within 20 working days of receipt of the original transport decision being made by the Council.

The completed form should then be returned to the Transport Team. The Team Leader together with another Children's Services officer will review the initial decision and further information submitted. This will be completed within 20 working days of receipt of the TAF1 form.

It is anticipated that the majority of appeals will be resolved at this stage. If the appeal is unsuccessful the parent will receive a copy of the appeal form with the reasons given for the decision.

If the matter remains unresolved the parent/carer can make a further appeal to the Transport Eligibility Panel. Appeals must be submitted, using the TAF2 form available on the website, directly to the Appeals Clerk, within 20 working days of the receipt of the decision of the first appeal considered by the Transport Team. When submitting the completed TAF2 form, parents/carers must also submit the decision letter received as the result of the initial appeal.

The Transport Eligibility Panel consists of 3 people who are independent and who have volunteered for the role. They are not paid and are not associated with the Council or a school connected with the appeal except as an independent panel member. They are trained in all aspects of this Policy and will make decisions within its remit. A Clerk will be present to minute the hearing and will write to parents with the decision made by the Transport Eligibility Panel.

Parents/carers must submit all evidence to the Appeals Clerk 10 working days before your appeal is due to be held. Information on how and where to submit this evidence is on the TAF2. Evidence received after this will only be considered with the agreement of the Panel and late evidence may result in the appeal being moved to a later date.

Parents/carers are invited to verbally represent their case to the Panel. A maximum of 2 adults are able to attend a hearing. These can be both parents/carers or 1 parent and 1 supporter. An interpreter or signer may be provided if requested on the TAF2 form. No children may attend.

A member of the Transport Team will also be present to explain the reasons why transport, or the particular provision requested, had been refused.

The Panel will consider the information provided on the TAF2 form and any additional evidence provided by the parent/carer, as well representation from the Transport Team. Appeals panels will be arranged as soon as is possible within 40 working days. The necessary documents will be provided to parents and the panel at least 5 working days before the appeal date, unless a shorter period is agreed beforehand. The outcome of the appeal will be advised to the parent/carer in writing within 5 working days of the appeal hearing.

Where parents/carers have a disability which may impact on their ability to attend a hearing, or if they require assistance with language interpretation or reading,

appropriate assistance will be provided by the Council if it is identified on the TAF2 form.

Where parents have a disability which may impact on their ability to attend a hearing or if they require assistance with language interpretation or reading, appropriate assistance will be provided by the Council.

Where the pupil in question holds a statement of special educational needs or EHCP, it may be that a disagreement about travel is part of a wider question of school provision and placement. In such an instance, it may be necessary for the matter to be considered by a Special Educational Needs and Disability Tribunal. Although this body does not hear appeals specifically about transport, it may consider it as part of a wider appeal.

The Appeals Process detailed above does not prevent the parent/carer raising a school transport related issue with a local Councillor or any other person.
107. Where a parent/carer feels that an appeal has not been conducted in a fair manner, he or she may pursue a complaint using the Council's complaints procedure. (See point 106-108 below).

Change of Address

Where a student changes address during their Post 16 course they must re-apply to the scheme and will be re-assessed using their new address details. All the policy criteria will continue to apply. E.g. if the chosen establishment is no longer the nearest offering the course the student will no longer be entitled to assistance. If there are exceptional reasons why the move is necessary an application may be made for special consideration (see appeals)

Payment of charges

Students who fulfil the Council's criteria for assisted transport will have to contribute to the cost of their transport. All participants in the scheme will be required to pay an annual charge dependent on their circumstances. This can be paid termly in advance or in full for the year.

The following criteria will qualify the family as a low income family:

- The household is in receipt of Child Tax Credit/Working Tax Credit with an annual income of less than £16,190,
- Income Support
- Jobseekers Allowance (Income Based)
- Pension Guarantee Credit equivalent to/less than Jobseekers Allowance (Income Based).
- Income Related Employment and Support Allowance

The assessment is based on household income. There are no grounds on which an individual is exempt from the charge. For the purposes of the assessment of household income, this includes all sources of income to the household as a whole and only Disability Living Allowance will be disregarded. Documentary evidence

demonstrating income and benefit entitlement must be provided to support such a request.

If you qualify under low income criteria your circumstances change part way through the year you must let us know.

Parental Choice

Where a parent has decided that they do not wish for their child to go to the school or college that the SEND Team has decided can meet the student's needs and decide to seek a placement at an alternative establishment, travel assistance will not be provided. The implications of transporting their son/daughter to an establishment other than the school which has been assessed as nearest school that can meet a child's needs should be considered and alternative arrangements should be made.

Residence

To qualify for assistance from the scheme a student must ordinarily be resident in the UK with settled status, living within the administrative boundaries of Central Bedfordshire Council at the time of their application.

The DfE has determined that asylum seekers and refugees and their children must be provided with transport in accordance with policy to access provision appropriate to their age, abilities and aptitudes. Such applicants will be considered for assistance under the terms of the scheme provided they are living within the administrative boundaries of Central Bedfordshire Council at the time of their application.

Deadline for applications

For Post 16 Transport Applications an application window will operate between 1 March until 30 September each year for new starters which then reopens for 1 January to close again on 31 January in each academic year. We will consider circumstances of applications made outside of this window where someone's circumstances changed unexpectedly (e.g. a house move or drop in income).

Reimbursement of the Charge

If transport assistance is no longer required part way through a term, a partial reimbursement of the charge may apply, provided all tickets/passes have been returned and are received within the timescales stated in the table below. When calculating a reimbursement for tickets/passes received after the first day of a term an administrative charge of £60 will apply. The following levels of refund will be payable after the administration charge has been taken.

Length of time ticket/pass has been used	Refund Due
Up to 4 weeks	75%
4 to 8 weeks	50%
Over 8 weeks	0%

Complaints/Queries

If a parent/carer has a query or is dissatisfied by any aspect with regard to the determination of eligibility/entitlement for travel assistance, this should initially be brought to the attention of the Transport Team.

Queries/complaints relating to journey planning, standard/condition of vehicles, drivers, passenger assistants and any other issues relating to the journey to/from school should initially be brought to the attention of the Transport Team (see appendix B).

If the complaint is not resolved to your satisfaction it may be escalated via the Council's Corporate Complaints Procedure
www.centralbedfordshire.gov.uk/council-and-democracy/local-government-in-central-bedfordshire/customer-feedback/default.aspx

Contact details

To discuss:

- entitlement to transport
- an application for transport
- amend or cancel transport
- change in medical needs, behavioural needs or additional support
- change in existing timetable (part time or post 16 pupils only)
- or if you wish to discuss the method of transport offered

Then please contact a Transport Officer at:

Tel: 0300 300 8339

Email: school.transport@centralbedfordshire.gov.uk

Address: Watling House, High Street North, Dunstable, LU6 1LF

If your child attends a mainstream school or college and you have a question about one for the following:

- the condition of the vehicle
- vehicle arriving early or late
- behaviour of the driver or passenger assistant
- location of pick up or drop off points
- an incident of bad behaviour
- or any other concerns in relation to the service that is allocated

Then please contact Transport Team at:

Tel: 0300 300 8167

Email: mainstream.transport@centralbedfordshire.gov.uk

Address: Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ

If your child attends a special school or accesses alternative transport provisions due to their special educational needs and you have a question about one of the following operational issues including:

- condition of the vehicle
- the vehicle arriving early or late
- behaviour of the driver or passenger assistant
- a new wheelchair or change in an existing wheelchair
- transporting equipment

Then please contact the Transport Team at:

Tel: 0300 300 6969

Email: Sen.transport@centralbedfordshire.gov.uk

Transport Team, Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ

If you wish to make any other enquiries or to make a complaint

The please contact Customer relations:

Priory House, Monks Walk, Chicksands, Shefford, SG17 5TQ

Tel: 0300 300 6077 or 0300 300 4995

Email: customer.relations@centralbedfordshire.gov.uk

Central Bedfordshire Council

EXECUTIVE

Tuesday, 6 June 2017

Commissioning new school places in the ward of Arlesey through the temporary expansion of Henlow Church of England Academy

Report of Cllr Steven Dixon, Executive Member for Education and Skills,
(steven.dixon@centralbedfordshire.gov.uk)

Advising Officers: Sue Harrison, Director of Children's Services,
(sue.harrison@centralbedfordshire.gov.uk)

This report relates to a decision that is Key

Purpose of this report

1. To seek approval for the proposed temporary expansion by Henlow Church of England Academy (middle school), Arlesey, to expand by up to 65 middle school places by September 2017 and up to 70 middle school places by September 2018.
2. The school referred to within the report serves the Ward of Arlesey.

RECOMMENDATIONS

The Executive is asked to:

1. **approve the commencement of capital expenditure as set out in this report, subject to the granting of planning permissions under Part 3 of the Town and Country Planning Act 1990.**

Overview and Scrutiny Comments/Recommendations

3. A report was presented to Children's Services Overview and Scrutiny Committee at its meeting on 23 May 2017 and the Committee were asked to indicate their support for the recommendation. The Committee recommended that the Committee support the commencement of the use of capital expenditure as set out in the Executive report, subject to the granting of planning permissions under Part 3 of the Town and Country Planning Act 1990.

Pupil place planning for Middle School places in the Ward of Arlesey

4. On 6 December 2016 the Council's Executive were asked to consider the recommendation to determine a temporary programme of up to £2.0m for additional school places as a result of a possible deferred or unsuccessful Free School application.
5. The Council's Executive considered the recommendation and at the time deferred the approval subject to further information. At the time of writing this report the outcome of the Free School applications have not been announced by the Department for Education, though they are expected this Spring. The December report can be viewed as Agenda Item 10 at:-

<http://centralbeds.moderngov.co.uk/ieListDocuments.aspx?CId=577&MId=5134&Ver=4>

6. The report for Executive in December 2016, at the time, was envisaged to provide the temporary programme to enable the Council to have school places available as a contingency for 2018. Following a review of the latest level of school places required it is apparent that additional middle school places are required for September 2017 to meet the growing demographic need in the school planning area.
7. The forecast for the need for additional middle school places across the Samuel Whitbread planning area, which includes 3 school pyramids, is set out below:-

Samuel Whitbread Planning area (ref: SOP 2016)	2016-17	2017-18	2018-19	2019-20	2020-21
Forecast year 5	549	652	614	653	682
Balance of places at YR 5	-49	-152	-114	-153	-182

8. There are 3 middle schools in the school planning area, all of which are Academies (see appendix A). Robert Bloomfield and Etonbury middle schools are part of the BEST Schools Trust and Henlow Academy is a Church of England School. The Council, as the commissioner of school places, has been in discussions with the schools to seek the best plan to address the deficit of school places locally.
9. The Council as a commissioner cannot compel Academies to expand. This differs to Council maintained schools where the Council is the decision maker for proposals to expand maintained schools. The Council can only invite Academies to expand and proposals may still be subject to the Secretary of State's or Regional Schools Commissioners approval and may also require amendments to their funding agreements and other legal documentation.

10. All 3 local academies are judged by Ofsted as either Good or Outstanding. All 3 schools are highly popular with parents and carers and were over subscribed for September 2017. Etonbury Academy was over subscribed with catchment children.
11. Etonbury Academy has already been expanded and will be taking up to 180 children this September, 30 over the published admission number (PAN), which is determined at 180 for 2018. The school has in the past taken over the PAN to accommodate local children and cannot continue this arrangement without significant further investment on site. Robert Bloomfield has a published admission number of 240 and is already the largest middle school locally. Henlow academy has a PAN of 140 and is the smallest middle school in the planning area.
12. The demographic growth in the area has been forecast in the School Organisation Plan and the growth has arisen in and around the Etonbury Academy catchment area. The local school has already expanded significantly since 2011 when the PAN was set at 120 and more recently to the new PAN of 180 for 2018 to meet the basic need in the area.
13. Maintaining and improving educational standards is a key factor when the Council is seeking to commission additional school places. The Council will not normally seek to commission additional places if there is a risk as a consequence of the expansion that the outcome of the children's education at the school is threatened.
14. Whilst the outcome from the DfE of the free school application for an extended secondary school to meet the forecast demand for school places is still uncertain, there is no new middle school site secured through the s106 contributions. The solution to manage the further growth in the demand for school places is therefore through the proposed expansion of Henlow Academy.
15. The governors of Henlow Academy and the head teacher are in principle supportive of the proposed temporary expansion taking the school to a new temporary admission number of 210 by 2018. A letter of support from the school is attached in Appendix B. The additional school places are not envisaged as a permanent change to the schools PAN and is a local agreement with the school to meet the deficit of school places in the short term. Any permanent change to the schools PAN will need further studies to understand the long term accommodation needs of the school and potentially further capital investment. The temporary expansion subsists for 2 academic years, and will result in this level of expansion for those cohorts through the school years until they leave, but will revert thereafter.

16. Every proposal in the New School Places Programme is assessed against the Council's Policy Principles for Pupil Place Planning in Schools. Similar to other local authorities the Council is faced with challenges in continuously expanding schools in the greatest areas of the need. These challenges include school site size, continuous pressure to expand 1 school as the result of housing growth in 1 area, securing new sites and schools managing a continuous change agenda.
17. There are many proposals currently under consideration for what might happen after 2018. There is a proposal under consideration at present for a new extended secondary free school, and the Council is also looking more widely at the challenge of additional school places, and other measures. These will be reported to members and consulted on, as appropriate, when they are formulated.
18. In all instances where new school places are required and proposals are approved the Council is responsible for committing the relevant capital funding to implement required expansions and new build.

Design and procurement of the new provision

19. Working with their appointed education capital consultant and with support from the Council, Henlow Academy has commissioned design studies for the school's temporary expansion. These are referenced to Building Bulletin 103 which provides area guidelines for mainstream schools.
20. The resulting cost estimates have indicated that the project is affordable within the total capital budget established by the Council. The Academy intend with the support of the Council, to directly procure the project. This will follow a procurement exercise which will be undertaken when planning approval has been secured, if the Executive approves the recommendation contained within this report.
21. The governance of the project will be provided through a board that will include Council officers from the School Organisation & Capital Planning Team who will control the release of capital funding aligned with the achievement of key project milestones.

Reason/s for decision

22. The forecast for middle school places in the Samuel Whitbread planning area shows a deficit of school places to meet the basic need in the area. Without the additional places local children will not be able to access a local school.
23. Ward Councillors have been offered briefings on the Council's forecasts of demographic growth and the need to plan for additional school places in the school planning area and have not objected to the proposal.

24. The proposal does not require a formal education consultation process as the increase is a temporary expansion, though there will be a need for a further planning consultation subject to the granting of planning permissions under Part 3 of the Town and Country Planning Act 1990. This is a local agreement between the Council and the school to meet a basic need for school places in the area.
25. In addition to Section 14 of the Education Act 1996, the Council's Policy principles states the need to provide local schools for local children, the need to create schools that are of sufficient size to be financially and educationally viable and the ability to support the expansion of local popular and successful schools.

Council Priorities

26. The report supports Central Bedfordshire's Five Year Plan 2015- 2020 and the specific priority of Improving Education and Skills.

Legal Implications

27. Section 14 of the Education Act 1996 places a duty on Councils to secure sufficient primary and secondary school places to provide appropriate education for pupils in its area. S14A of the Education Act 1996 imposes a duty to consider representations about the exercise by local authorities of their functions from the parents of qualifying children in relation to the provision of primary and secondary education. Qualifying children include all those of compulsory school age or under.
28. The Education and Inspections Act 2006 gives Councils a strategic role as commissioners, of school places and includes duties to consider parental representation, diversity and choice, duties in relation to high standards and the fulfilment of every child's educational potential and fair access to educational opportunity.
29. The main legislation governing school organisation is found in sections 6A-32 of the Education and Inspections Act 2006, The School Organisation (Establishment and Discontinuance of Schools) Regulations 2013 and the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013.
30. Department for Education Guidance for proposers and decision makers regarding school organisation in maintained schools was published in April 2016 to support the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013.
31. This guidance can be viewed at:
<https://www.gov.uk/government/publications/school-organisation-maintained-schools>

Financial Implications

32. The New School Places Programme is funded by developer contributions and Basic Need grant income from the Department for Education (DfE) and on current planning assumptions the programme 2016/17 to 2019/20 with gross expenditure of £18.2M (£4.0M net) in 16/17, £25M (net nil) in 2017/18, £17.2M (net nil) in 2018/19 and £15M (£3.4M net) in 2019/20.
33. The DfE have recently announced the allocation of Basic Need grant for 2019/20. The announcement states that the Council will receive a grant of £10.1m to commission additional school places. The grant will be updated against the forecast net contribution in that year which will revise the profile significantly.
34. The additional middle school places at Henlow Academy are expected to receive a total of £649,856 s106 contributions. £269,583 has been received by the Council and an additional £380,272 has been secured through contributions. The total expenditure envisaged in the report is £1.6m of which £1m is expected to be the Council contribution which is contained within the current approved New School Places capital allocation.
35. The Council's rolling five year new school places programme is dynamic with perpetual changes in forecasts of income and expenditure across financial years including those arising from variances in S106 totals and trigger points and in the timing and therefore cost profile of many projects.
36. Given the volatility in forecasts of S106 income the School Organisation and Capital Planning Team meet each quarter with the S106 Monitoring Officer and the outcome of these reviews and the impact on established forecasts within the MTFP will be reported through the Council's capital monitoring report.
37. All new school and expansion projects are briefed to provide buildings that are designed in line with DfE area guidelines for mainstream schools but are subjected to value engineering with resulting final construction costs at or below the national benchmarked average for new school places.
38. The Council will continue to ensure that all opportunities are taken to increase income and to seek alternative funding sources for new build and expansions of existing school buildings.
39. The day to day running costs of school provision is met through revenue funding which is made available to each school as part of the Dedicated Schools Grant (DSG) and is based primarily on the numbers of pupils attending and will increase accordingly in an expanded school.

40. Where necessary and where Schools and Academies are undertaking significant expansion on commission from the Council additional revenue support for relevant costs can be accessed on application through the DSG funded Growth Fund established by the Schools Forum.
41. Capital expenditure within the New School Places Programme is subject to the Council's Code of Financial Governance. Expenditure to commission feasibility studies and design work required for projects within this rolling programme has been approved by the Executive Member for Education and Skills, in consultation with the Director of Children's Services as required by the Council's Constitution.
42. Henlow Academy is in the school planning area of greatest need and transport is likely to be required for children who meet the transport policy 'Home to School Transport'. The policy states children aged 8 – 16 years old (years 4 –11) who live more than the statutory walking distance of 3 miles by the shortest available walking route, to the nearest school or the designated catchment school. The statutory walking distance may not apply where the route which the pupil would be expected to walk to their nearest or designated catchment school (when accompanied by an appropriate adult) is assessed as unsafe.

Equalities Implications

43. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
44. This statutory duty includes requirements to:-
 - I. Remove or minimise disadvantages suffered by people due to their protected characteristics.
 - II. Take steps to meet the needs of people from protected groups where these are different from the needs of other people.
 - III. Encourage people from protected groups to participate in public life or in other activities where their participation is disproportionately low.
45. The proposed school expansion is not envisaged to have an adverse impact on any of the listed groups below:-

I. Sex		N/A
II. Gender Reassignment		N/A
III. Age	Middle school aged pupils will have access to sufficient school places	
IV. Disability		N/A

V.	Race & Ethnicity	N/A
VI.	Sexual Orientation	N/A
VII.	Religion or Belief (or No Belief)	N/A
VIII.	Pregnancy & Maternity	N/A
IX.	Human Rights	N/A
X.	Other Groups (rural isolation etc)	N/A

Risk Management

46. The proposal set out in this report has been developed and evaluated against the key criteria for decision makers that are outlined in guidance. Likewise the proposal has followed the procedures set out in regulation. This mitigates the risk on the Council of failing to comply with the relevant statutory requirements.
47. The key risks mitigated by the process that has been followed include:
 - a. Failure to discharge legal and statutory duties leading to no additional school places in an area of significant demographic growth.
 - b. Failure to deliver the Council's strategic priorities.
 - c. Reputational risks associated with the non delivery of required school places.
 - d. Financial risks, no capital investment from the council and all consequential additional running costs will be borne by the school
48. If approved, the Council and the Governing Body of the school will develop and implement change management plans that will include risk assessment and management criteria to ensure the effective delivery of the objectives set out in the proposal document.

Conclusion and next Steps

49. Subject to the Council's Executive approval, Henlow Academy will temporarily expand to meet the basic need in the local area for September 2017 and September 2018. The expansion is also subject to the granting of planning permission under Part 3 of the Town and Country Planning Act 1990. There will be a further town and country planning public consultation.

Appendices

Appendix A: Middle schools in the school planning area of Samuel Whitbread

Appendix B: Letter of support from Henlow Academy

Background Papers

None

Report author(s):

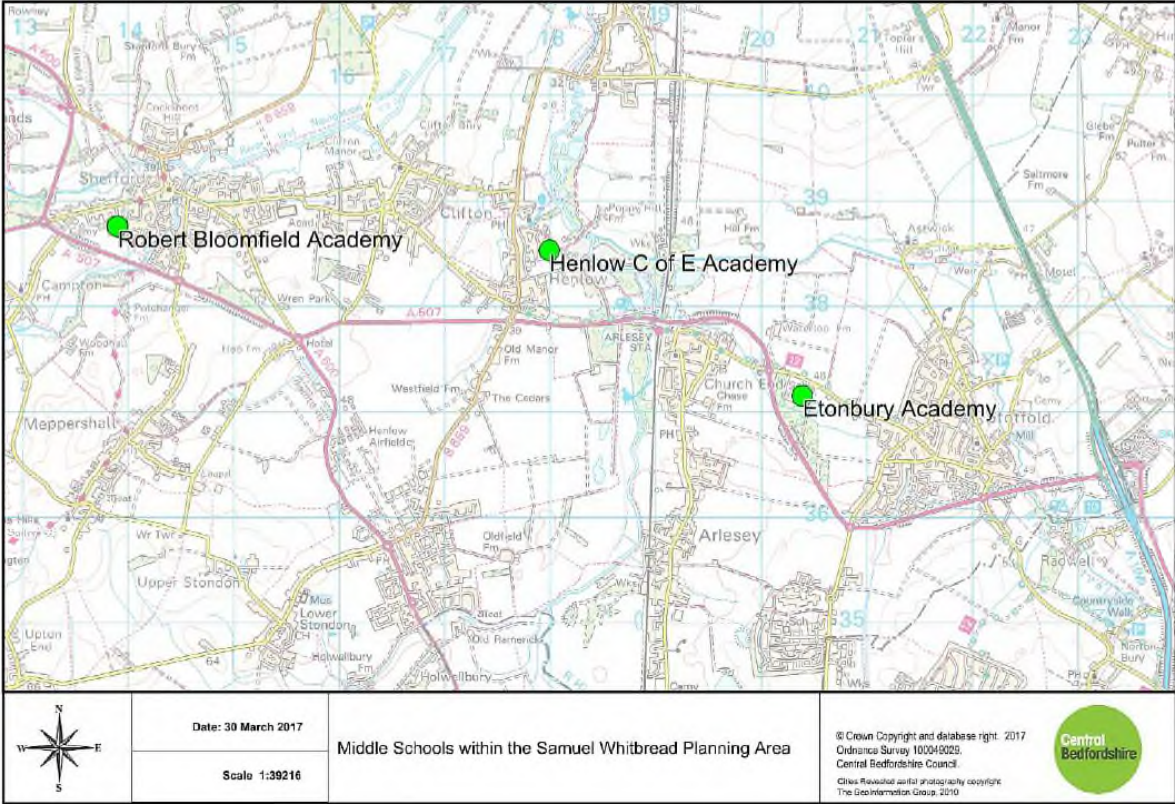
Victor Wan, Head of School Organisation, Admissions and Capital Planning
(Interim)

Victor.wan@centralbedfordshire.gov.uk

This page is intentionally left blank

Appendix A

Middle schools in the school planning area of Samuel Whitbread



This page is intentionally left blank

Appendix B

Letter of support from Henlow Academy



Headteacher: Mrs Caren Earp (SARNOX) PO BOX 1000
Church Road, Henlow, Bedfordshire SG16 6AN
Tel: 01462 813733 | Fax: 01462 817340
Email: info@henlowacademy.co.uk
Website: www.henlowacademy.co.uk

7 April 2017

Dear Victor

Henlow Church of England Academy is oversubscribed for 2017/18; 158 first choice applications for 140 places. Initial meetings led to an agreement that we would accept a further class but at the request of the local authority we have agreed to take 205 year 5 pupils in September 2017. The following year we will be providing places for a further 210 pupils subject to planning permission and a completed building programme.

As a Church of England school our governing body felt we would like to be in a position to provide school places for families who couldn't be placed if our facilities were developed to make this a viable possibility. Built for a maximum of 560 pupils our school hall currently limits our expansion and therefore we welcome the opportunity to address this issue. Building a new appropriately sized sports' venue will enable the current gym to become our school hall/dining/drama studio in September 2018. A teaching block of 4 classrooms will also be in place at this stage in addition to internal re-modelling in Science/DT which will be required for a projected number of 680 (not taking into account any growth in current cohorts).

Recent local authority modelling of future possibilities for our geographical area and the decision by our governing body to begin discussions regarding extending our age range shows that investment at this stage will ensure that Henlow Academy flourishes as part of a cohesive local offer.

Yours sincerely

A handwritten signature in black ink, appearing to read 'C. Earp'.

Caren Earp
Headteacher

This page is intentionally left blank

Central Bedfordshire Council

EXECUTIVE

Tuesday, 20 June 2017

Homes & Communities Agency Grant: 2016-21 Shared Ownership and Affordable Homes Programme

Report of: Cllr Carol Hegley, Executive Member for Social Care and Housing,
Carole.Hegley@centralbedfordshire.gov.uk

Responsible Director(s): Director of Social Care, Health and Housing
Julie Ogley, Julie.Ogley@centralbedfordshire.gov.uk

This report relates to a decision that is Key

Purpose of this report

1. To approve entering into contract with the Homes & Communities Agency (HCA) for the provision of £5,610,000 funding to Central Bedfordshire Council (CBC) from the HCA to deliver 187 homes under the Shared Ownership and Affordable Homes Programme 2016 to 2021.

RECOMMENDATIONS

The Executive is asked to:

1. **approve entering into contract with the Homes & Communities Agency for the provision £5,610,000 funding to CBC to deliver 187 homes under the Shared Ownership and Affordable Homes Programme 2016 to 2021.**

Overview and Scrutiny Comments/Recommendations

2. This matter has not been considered by Overview and Scrutiny.

Issues

3. In 2016 the Council applied to the Homes and Communities Agency (HCA) for grant funding under the 2016-21 Shared Ownership and Affordable Homes Programme.

4. Following a stringent competitive bidding process CBC has been successful in securing an offer from the Homes & Communities Agency to award the Council a grant of £5,610,000 to deliver 187 affordable homes. The grant will be used to help deliver the Independent Living schemes of Houghton Regis Central and Crescent Court and is critical to the viability and budget availability of both schemes. A summary of the position reached on each of the schemes is outlined below.
5. The Council have been in receipt of HCA grant previously and are comfortable managing the HCA requirements that are based on a standard HCA contract.
6. It should be noted that the conditions refer to “Registered Providers” (RP’s). The Council is also considered to be a Registered Provider in the context of the contract. The main conditions are as follows:
 - a. Grant must be used in accordance with the HCA’s criteria, procedures and audit arrangements.
 - b. Grant must be applied to the affordable elements within the schemes.
 - c. Dwellings must meet the HCA’s Design & Quality Standards.
 - d. The Council must possess a legal interest in the property.
 - e. No member, employee or agent of the Council should have an interest in the vendor, contractor, or the land acquired.
 - f. Procurement must follow the EU Procurement requirements
 - g. The Council must participate in and comply with the HCA’s programme management and other management systems (primarily on line reporting and quarterly contract meetings).
7. As far as possible the Council is compliant with these and the other grant conditions with on line reporting and quarterly contract meetings The HCA have been kept updated on the programme for Crescent Court and Houghton Regis Central.
8. Houghton Regis Central is a site comprising the vacant former Co Op site, the Grade II listed Red House and Red House Court in Houghton Regis town centre. The development will involve re-development in two stages, with construction initially taking place on the Co Op site to allow the current Red House Court residents to move to new apartments. This would enable the existing building (Red House Court) to be demolished, to then provide homes and new facilities on the existing site.

The scheme will comprise 168 independent living apartments on a mixed tenure basis. The scheme received planning consent in November 2016 and it is proposed that construction will start on site in the Summer of 2018.

9. Crescent Court is a sheltered housing scheme situated in Toddington. The existing two storey scheme was built in the 1960's and the accommodation and facilities fall below the current space and quality standards. The proposal is to develop 45 independent living units on a mixed tenure basis. The existing tenants would remain on site during the construction of the new scheme and the development is phased so as to cause minimum disturbance and inconvenience to the existing scheme residents. The scheme is at the pre-application stage and formal consultation is about to begin with residents and it is programmed that the construction will start on site in the Autumn of 2018.

Options for consideration

10. Declining the grant would severely impact the affordability of both schemes, requiring funding to be found from other areas of the Housing Revenue Budget or potentially the schemes not proceeding.
11. The use of HCA grant has been included in the approved business cases for these schemes.

Reason/s for decision

12. The Executive are asked to approve this recommendation in accordance with its constitution to enter into contracts.
13. It is a requirement of the HCA that this matter be considered by the Executive.

Council Priorities

14. Entering into a contract with the HCA supports the Council's priorities in the following ways:
15. Houghton Regis Central and Crescent Court will provide significantly enhanced services to the residents and those using the community facilities that the schemes will provide.
16. Along with other new build projects Houghton Regis Central and Crescent Court will provide apprentice training and use local labour.

17. By their nature Houghton Regis Central and Crescent Court will improve the wellbeing of some of the most vulnerable members of society.
18. Houghton Regis Central and Crescent Court, as with Priory View will create stronger communities for those in the scheme and surrounding areas.
19. The grant has been awarded through a competitive process where the track record, plans and vision of the Council for Houghton Regis Central and Crescent Court, were independently judged by the HCA, as demonstrating (amongst other criteria) efficiency and responsiveness.

Corporate Implications

20. The grant funding from the HCA enables the construction of Independent Living Schemes that enhance the quality of life for residents and users of the schemes.
21. Houghton Regis Central and Crescent Court support the Councils efficiency agenda in respect of Adult Social Care services.

Risk Management

22. The main risk is the HCA's ability to reclaim grant if the funding conditions are not met. This risk is considered to be medium. The programme and financial management are being managed through the Housing Services Programme Board, as well as the corporate Capital Working Group and SCH&H Transformation Board. If both the schemes were not complete by March 2021, then funding might not be forthcoming. The timeframes for the schemes will not be fixed until a contractor is appointed.
23. There is significant risk in not accepting the recommendation, resulting in the grant not being available to the Council, which would significantly reduce the viability of the schemes.

Legal Implications

24. The Council is required to provide an undertaking to comply with the HCA's funding requirements and enter into a formal arrangement, in order to ensure grant funding is secured for these projects. This will be in the form of a legal opinion letter signed by the Council's Solicitor, and application of the Council seal.

Financial and Risk Implications

25. The development of Houghton Regis Central and Crescent Court are identified in the Housing Revenue Account (HRA) Capital Programme. The Council has secured grant funding of £5.61m from the Homes and Communities Agency (HCA) towards the cost of the scheme, the balance being funded from the HRA. If the HCA funding is not secured then the Council will need to make up the shortfall.

Equalities Implications

26. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
27. The Grant must be applied to the provision of affordable housing within the designated scheme and dwellings must meet the HCA's Design & Quality Standards. These provisions will support the promotion of equality of opportunity.

Conclusion and next Steps

28. Minutes of the Executive meeting will be sent to HCA as required to meet funding conditions.
29. Both Houghton Regis Central and Crescent Court will progress to the procurement and delivery stages.

Appendices

None

Background Papers

None

Report author(s):

Matthew Berry, Housing Development Manager

Matthew.Berry@centralbedfordshire.gov.uk

This page is intentionally left blank

Central Bedfordshire Council

EXECUTIVE

20 June 2017

Shared Lives Scheme Management Service for Adults with Learning Disabilities

Report of: Cllr Carole Hegley, Executive Member for Social Care and Housing, carole.hegley@centralbedfordshire.gov.uk

Advising Officers: Julie Ogely, Director of Social Care, Health and Housing, Julie.ogley@centralbedfordshire.gov.uk and Jane Moakes, Head of Strategic Commissioning, jane.moakes@centralbedfordshire.gov.uk,
Tel: 0300 300 5441

This report is a Key Issue

Purpose of this report

1. To approve the award of a new Shared Lives Scheme Management Service contract for Adults with Learning Disabilities for a period of 3 years plus up to 2 years extension.

RECOMMENDATIONS

The Executive is asked to:

- 1. **approve the award of a new Shared Lives Scheme Management Service for Adults with Learning Disabilities for a period of 3 years, plus up to 2 years extension.**

Overview and Scrutiny Comments/Recommendations

2. A briefing paper for the new Shared Lives Scheme Management Service has been provided to the Social Care, Health and Housing Overview and Scrutiny Committee.

Issues

3. The Council had been in a joint arrangement with Bedford Borough Council from 2009 for the provision of Shared Lives services that was ended in August 2014. Arrangements were made with MacIntyre Care to continue to support customers and their Shared Lives Carers until a new scheme had been commissioned and was in place. This arrangement has continued with 7 Shared Lives carers supporting 9 adults with learning disabilities.

4. Briefly, Shared Lives is recognised nationally as a model of care and support, an alternative to Residential Care and Supported Living, that works well for some individuals, supporting them to be more independent, living with a family in the local community with greater opportunities and access to training, employment and social activities as well as positive outcomes in their personal health and wellbeing. The model has developed over recent years as a good practice model of care and support for adults with learning disabilities, and is now extending as a model of care and support for a wider range of vulnerable adults. It differs from other forms of care and support, in that as well as supporting individuals achieve their outcomes; Shared Lives Carers and their families also achieve positive outcomes and benefits. Appendix A provides some helpful insight; for instance, from a carer '*..... I learnt that many people that needed a carer also needed a home, a family life, stability and a familiar face that is not always available in residential settings..... Shared Lives is a vocation, not just a job, but it is well worth doing..... I love to help and support others, more especially passing on my skills and watching someone grow in confidence, feel empowered and know that they can do things for themselves*'.
5. Shared Lives is described as:

'.....always involves the Shared Lives carer using and sharing their home and their family (or community) life with the customer using or living in a Shared Lives arrangement. Shared Lives can be offered to any adult with care and support needs and, in some cases, to young people from the age of 16' (Source: Shared Lives Plus guidance document: *Defining Shared Lives, 2015*).
6. Shared Lives is a regulated service, schemes are registered with the Care Quality Commission (CQC) and as such are inspected regularly. One of the roles of a Shared Lives Scheme provider is to ensure the scheme is registered and compliant with CQC Regulations.
7. Work commenced in September 2016 to commission a new Shared Lives scheme for Central Bedfordshire through a competitive tendering process, the necessary research and work having been undertaken. The invitation to tender for a new Shared Lives Scheme Management Service was issued to the market on 31 January 2017.
8. The development of a Shared Lives Scheme for adults with learning disabilities is considered the most appropriate way forward to replace the current 'holding' Shared Lives service that has been in place since 2014. It is an effective model of care and support that achieves positive outcomes for customers, provides good value for money and is more cost effective than for example, residential care. The Shared Lives model, whilst it does not suit all individuals, it is an option that can be tried prior to taking up and as a result of it's success is now being developed for a wider range of vulnerable adults.

9. The new offer and specification has been developed with stakeholders. Discussions took place with existing customers and their carers to develop co produced outcomes in addition to engaging with the provider market to seek their views and input. A summary of the specification and outcomes is attached at Appendix B.
10. The new Shared Lives Scheme Management Service is specifically for adults with learning disabilities and it will manage, develop and support the existing scheme to:
 - Increase the number of adults supported.
 - Cover a range of low, medium, moderate to high level care and support needs.
 - Include young adults aged 16-17 years.
 - Substantially increase the number of Shared Lives carers so more customers for whom these services are suitable and a preferred choice, have access to a Shared Lives service.
11. The range of services the new scheme will cover includes: long term placements until a customer is ready to move on to more independent living (permanent matches); short term placement (residency) such as overnight or a few weeks depending on need; emergency placement (residency) when arrangements need to be made unexpectedly e.g. if a carer becomes ill or is in Hospital for a period of time, and day support where individuals can be supported by a Shared Lives carer in their home, in the local community or in the customer's home.
12. In considering the potential number of customers for whom Shared Lives may be the suitable option for care and support, a target of an additional 12 Shared Lives carers per year has been set for the first two years of the contract. The focus initially will be on securing carers willing to provide long term (permanent) matches and /or emergency placements (residencies).
13. The specification was co produced with stakeholders, including customers, their carers and providers. Information about the tender including the Council's commissioning intention, timetable and specification was publicised through Shared Lives Plus as well as being published on the Council's Intend system. This resulted in 14 providers from the market showing an interest and reviewing the documentation, with a range of clarifications being raised through the tendering process submission period.

14. The procurement time line for the new service and contract to start in July/August 2017 is set out below :
 - Draft specification - 31 Dec 2016
 - Engagement with Stakeholders - Learning Disability Provider Forum (23.11.16, 15.2.17), Shared Lives Customers and Carers meeting (13.12.16, 9.1.17)
 - Tender published - 31 Jan 2017
 - Tender return - 18 Apr 2017
 - Evaluation (initial bids) - Apr/May 2017
 - Presentations by successful bidders - May 2017
 - Final Evaluation - End May 2017
 - Recommendation to Executive - Jun 2017
 - Award of contract and standstill period - Jun 2017
 - Mobilisation period – Jul/Aug 2017
 - New contract start – Aug/Sep 2017

15. The evaluation was undertaken in two stages; 1) evaluation of the detailed written submission, including analysis and evaluation of service cost, stage 2) evaluation of a formal presentation to the panel; the overall criteria being Quality 60% and Cost 40%. Service quality is paramount, securing a provider that enables customers to access a high quality Shared Lives service is fundamental, in which the provider ensures that the customers health and wellbeing comes first; that Shared Lives carers are assessed and registered with the CQC and Shared Lives Plus, where suitable 'matching' arrangements are in place, with the customer and carer being actively supported to enable individuals to receive support and care in a home environment ,as part of an ordinary family life that helps people live well, be active and live their own independent and fulfilling lives.

16. The number of formal tenders received on 18 April was three. The bids were formally evaluated and moderated, (stage 1) by the panel 15 May, resulting in one provider being invited to the presentation stage. Only bids that met the required evaluation scores at the written submission stage were invited to the presentation stage. The panel included internal colleagues from Adult Social Care, Procurement and Finance and Shared Lives carers.

17. It was clear from the total score from stage 1 and specifically the scores for the contract costs, that one provider (Provider 'A') only could go through to the next stage. The costs set out by the other 2 providers, Provider 'B' and 'C' were significantly greater than Provider 'A'. Providers 'B' and 'C' were advised that they would not go through to stage 2 and of their ranking and score; Provider 'B' scored 22.92% and Provider 'C' 17.29% (maximum 40%), with reasons for the scores, including the relative advantages and characteristics of the leading bid explained.

18. The presentation stage took place on 30 May 2017 with Provider 'A' and following evaluation by the panel (20% of the total Quality 60% criteria), the presentation met the criteria with a score of 15.44%. On the basis of the total score achieved, 90.29% from 100%, it is recommended that Provider 'A' is awarded the contract for the Shared Lives Scheme Management Service.
19. In summary, the award of the contract will lead to greater choice for adults with learning disabilities with an increased number of customers living in more homely environments.

Reason/s for decision

20. The procurement of a new Shared Lives Scheme Management Service, specifically for adults with learning disabilities is necessary so as to expand and develop the current scheme (that is only able to support existing customers on the scheme) and to provide an alternative option for a greater number of adults with learning disabilities, including young people aged 16 to 17. Executive approval is required to award a new service due to the contract value over the 5 year term (3 years plus 2).
21. Following the competitive tendering process undertaken it is recommended that Provider 'A' is awarded the contract.

Council Priorities

22. The provision of a Shared Lives offer in addition to other offers for adults with learning disabilities contributes to the Council priority of protecting the vulnerable; improving wellbeing, as it supports individuals to optimise their independence, with greater emphasis on promoting independence, dignity and choice, and connecting people with their local community to enhance opportunities to develop networks/establish friendships.

Corporate Implications

23. None identified.

Legal Implications

24. The Procurement of the Shared Lives Scheme has been undertaken in line with the Public Contract Regulations 2015 and the Council's Procurement Procedure Rules.

Financial and Risk Implications

25. The budget for the Shared Lives Service is provided for within the Adult Social Care Learning Disability base budget. The Shared Lives model is a more cost effective form of care than that of more traditional models such as residential care.

Though difficult to quantify at this stage, whilst there is an initial budget pressure to procure a new contract, savings will accrue over the short to medium term and this will be monitored as part of the efficiency programme in line with the Council's Medium Term Financial Plan.

26. A benefit of Shared Lives schemes is that they can contribute to delivering efficiencies in social care budgets (long term arrangement savings of £26,000 per person per year for adults with a learning disability according to an independent report.) *Social Finance 'Investing in Shared Lives' July 2013.*

Equalities Implications

27. The provision of a Shared Lives offer provides an additional option and greater choice for adults with learning disabilities to other forms of care and support currently available (for example, Supported Living, Residential Care). Individuals are supported to live in the local community with natural support networks, where they can benefit from developing relationships/accessing the community, the same as an average person, and aspire to have their own home and access to paid employment.
28. Each customer of the Shared Lives service will have an individual care and support plan agreed with them and adult social care staff. This ensures that their individual needs and preferences in how those care and support needs are met are agreed; the Shared Lives carers and the Scheme Management organisation have a key role in supporting and delivering these with the individual. Each care package takes account of the customer's sex, gender, age, ethnicity, sexuality and disability.

Implications for Work Programming

29. None identified.

Conclusion and next Steps

30. Executive approval to procure a new Shared Lives Scheme Management Service is required as set out in the report.

APPENDIX A

CASE STUDIES – SHARED LIVES*

Chris's Story – Birmingham Shared Lives

Chris lived in residential care before moving to Shared Lives Plus, he currently lives with his carer Alison with the Birmingham Shared Lives Scheme. Whilst living in other residential care, Chris felt he had some independence but other clients priorities came first. After some meetings with a social worker and an advocate, he discussed the good and bad points of residential accommodation against Shared Lives. After initially worrying about the home environment of living with a couple and the possibility of feeling left out, in his eyes Shared Lives won him over because of the independence it would allow Chris to have in comparison to what he had in residential care.

After visiting a Shared Lives carer twice, the carer decided he was not ready for a permanent placement. Chris was then introduced to and visited Alison, staying with her overnight to see if they were compatible, then a final meeting was set up before he moved in with her. Chris enjoyed walking the dog, he sorted out his bedroom, medication, a bus pass and medical treatments, whilst getting to know Alison's family and friends. Since joining Shared Lives Chris has taken up Zumba, goes out more regularly, goes on trips, bakes and volunteers.

Chris says, "I am more independent. I go to more places than before, like we just went to Brighton – I couldn't do that before, there would be a lot more people involved and a lot of planning. Our trip to Rome would have taken much longer to plan, for example, how many staff and clients were going. In residential I couldn't go out to a club without having to do a risk assessment and care plan. Since I moved in I think we have been on 9 trips. I also stay with Sylvia and Carol for respite, they are Shared Lives carers too."

"I would say it is more of a family. I do get on with everybody... I would say it is more of a closeness."

Karen and Phillip – Worcestershire Shared Lives

One important part of Shared Lives is ensuring that as well as those who live in Shared Lives, those who open their homes, hearts and lives also get what they are looking for. We spoke to Karen Barlow, who lives with her husband Phillip. Together, they support two individuals; Kieron and Jenna on a long-term basis.

We spoke to her to find out what she gets out of Shared Lives.

Karen and Phillip's Story

"I have worked in the care service since 1992. I became a Shared Lives provider because I learnt that many people that needed a carer also needed a home, a family life, stability and a familiar face which is not always available in residential settings.

I knew that I, my husband and my family could offer these things."

"I have shared my life with two people full time and six people on a respite basis."

What is your favourite thing about Shared Lives?

"Shared Lives enables people to live in a family home as well as have someone to support them 24 hours if needed."

How has your life changed after opening your home to someone who needs support?

"My life hasn't changed. I am still working with people that need care, it is just the circumstances that have changed."

Shared Lives is a vocation, not just a job, but it is well worth doing.

I would say if you're not 100% sure what it would be like then try respite first this will give you a taster to what Shared Lives is all about."

"We have been with Worcester shared lives for four years and it's the best care job I have ever had I love it. Shared Lives is a great scheme that allows people to experience every day family values.

I love the fact that we can help people to live a life that they want and show them things that they thought impossible or never had the chance to experience before. There is nothing better to see than their faces light up with excitement or pride when they have accomplished something.

It is a great feeling to help people to achieve happiness in their lives.

Jen and Kie are part of our family we enjoy their company we laugh, cry and live life **together.**"

Case Studies – Brenda – Newham Shared Lives

The Shared Lives carers all across the UK are anything but similar. Each story is different and this is just proof that anyone can become a Shared Lives carer! This story follows Shared Lives youngest carer to date who began caring when she was just twenty two years old! Four and a half years later, she has supported two individuals on a long term basis as well as seven on respite.

Brenda's Story:

"I saw a very close friend of the family doing Shared Lives and I thought it was admirable, and as I got to learn more about it, I thought to myself, this definitely something I can do.

The main reason I became a carer is because I have always been the type of person who loves working with people. I love to help and support others, more especially passing on my skills and watching someone grow in confidence, feel empowered and know that they can do things themselves.

I find it amazing that it's possible to make such a difference in someone's life by opening your home, your heart and involving people in our family life.

Kevin (who has a learning disability) has lived with me on a long term basis for almost 4 years - and Luis (who has epilepsy and recovering from a brain tumour) has lived with me for a year and a half. Kevin is now very stable in his routine - and the day activities I put in place are working very well for him. He has gained weight, takes more pride in his appearance, he's more confident and does not hold back when speaking about what he wants and does not want. Luis is more relaxed now, which may be the reason why he has not had a seizure since living here - his understand of English has also improved."

Do you believe Shared Lives is a more appropriate option for those needing support?

"Not necessarily, I think it really does depend on each individual and their need. I think every carer in Newham has something different to offer but that still may not suit anyone who is need of support. While I think Shared Lives is amazing, we have to remember that these are people's family homes and may not necessarily suitable to everyone. It's a brilliant option but I'm not sure it's the only one."

How has your life changed after opening your home?

"My life has changed a lot - being the youngest carer, initially I felt like I would have to sacrifice a lot, but not really. I didn't sign my life away! As long as I get my 'me time' every now and then, I can balance my time well enough to still do what I want to do, and the people I support are happy - then life is great!

You cannot put a price on the feeling you get from knowing you are making a huge impact on someone's life."

** Excerpts taken from the Shared Lives Plus website on 10th April 2017.*

APPENDIX B

SUMMARY OF SPECIFICATION – SHARED LIVES SCHEME MANAGEMENT SERVICE FOR ADULTS WITH LEARNING DISABILITIES

1.0 Introduction

The specification sets out the requirements the Provider is required to comply with; that a competitive tendering exercise is being undertaken to secure an independent Provider to manage, develop and expand the existing Shared Lives Scheme, to support an increased number of adult customers with learning disabilities who have a range of low, moderate and high levels of care and support needs. The aim is to substantially increase the availability of Shared Lives carers, to enable a significant increase in the uptake of the Shared Lives offer by customers for whom the Shared Lives Scheme is a suitable option and a preferred choice for their ongoing care and support.

The background context and legislative requirements follow prior to the details covering the local picture – population data, no. of people with learning disabilities the council funds and supports (600 adults, approx. 70 young people coming through from Children's Services). As with the rest of the population, adults with learning disabilities are living longer and with more complex levels of need which will potentially increase in complexity as they continue to age and the services which provide care and support to these customers must be able to respond to demand for more intensive care and support.

2.0 Shared Lives service details and requirements

The definition of Shared Lives is provided followed by the specific registration and assessment requirements for the scheme and Shared Lives Carers. The nature of service is described - a unique and highly flexible form of accommodation and support, either on a permanent or short term basis for people who require support with everyday living e.g. day support, short breaks, emergency respite, or permanent residencies.

A key aim is to expand the current scheme and range of services within it, including to grow the service so more young people aged 16-17 have the opportunity to choose Shared Lives as their preferred option.

Range of services includes:

- Permanent matches – where the customer may permanently reside with a shared lives family until they decide to move on to supported/ independent living.
- Short term residency – can be an overnight stay, or for a few weeks, depending on what is needed.

- Emergency residency – arrangement needs to be made unexpectedly – for example as a result of the customer’s main carer being unavailable because of ill health or hospitalisation. The length of stay will be determined by the specific situation which has resulted in the placement and in negotiation between the provider, the Shared Lives carer and the Council’s care manager.
- Day support – individuals can be supported to meet their outcomes by a shared lives carer which might be provided in the carer’s home, in the local community or in the customer’s own home.

The Provider will be required to meet the Council’s vision, aims and objectives of the service, and meet the high level outcomes set out; that people are :

- Safe and secure
- Able to live independently at home
- Are able to participate in the community
- Are not socially isolated or lonely

The vision for customers is that they have access to a high quality Shared Lives experience, where their care and support needs can be met in a home environment in the context of ordinary family life. More detailed outcomes, drawn from the above and further developed and co produced with customers and Shared Lives carers are detailed in the specification; there are specific outcomes for 1) Customers, 2) Shared Lives carers and 3) Shared outcomes for both the Customer and Shared Lives Carer. The Customer outcomes are set out in the table below:

Customer Outcomes:		
Outcome	Indicator	Measure
To the extent that I want:		
I have a meaningful, fulfilling life which promotes my health, wellbeing and personal beliefs, within a family setting.	<p>Customer has opportunities to participate in everyday family activities.</p> <p>Customer has a sense of ‘place’ and purpose within the family setting.</p> <p>Customer experiences good health and wellbeing.</p> <p>Customer is supported in their personal beliefs.</p>	<p>Performance monitoring:</p> <ul style="list-style-type: none"> • Data and information on range of family-based activities available to customers. • Case studies. <p>Annual Shared Lives customer survey.</p>

	Customer does not feel lonely or isolated.	
I am supported to increase my independent living skills and celebrate my achievements.	Customer is supported to increase their range of independent living skills, to the extent that this is achievable for the individual customer.	<p>Performance monitoring:</p> <ul style="list-style-type: none"> • Data and information on support provided to customers • Case studies. <p>Annual Shared Lives customer survey.</p>
I have opportunities to participate in community activities.	<p>Customer is actively engaged in community based activities and interactions including for example:</p> <ul style="list-style-type: none"> • Volunteering. • A network of friends. • Accessing local services such as leisure services, libraries, specific interest clubs (e.g. photography), restaurants, etc. 	<p>Performance monitoring:</p> <ul style="list-style-type: none"> • Data and information on the range of activities customers are engaged in, and the number of customers. • Case studies. <p>Annual Shared Lives customer survey.</p>
<p>I am supported to undertake or maintain employment, and/or training, and/or education.</p> <p>I am supported to learn new things that are important to or for me.</p>	<p>Customer is supported by their circle of support (e.g. Shared Lives carer, the Shared Lives Scheme, day opportunities services and any other appropriate support agencies) to:</p> <ul style="list-style-type: none"> • Access and maintain employment/training/education. • Learn new skills. 	<p>Performance Monitoring:</p> <ul style="list-style-type: none"> • Data and information on customers supported to enter or maintain employment/training/education, or learn new skills to support them in everyday life. • Case studies. <p>Annual Shared Lives customer survey.</p>

<p>I am listened to by the people involved in my support.</p>	<p>Customer feels included and supported by their circle of support.</p> <p>Customers will be able to inform the care and support they receive so that they are tailored to their needs/aspirations.</p>	<p>Performance monitoring:</p> <ul style="list-style-type: none">• Case studies evidencing how customer is provided care and support in a way that meets their needs/aspirations. <p>Annual Shared Lives customer survey.</p>
---	--	---

Central Bedfordshire Council

EXECUTIVE

20 June 2017

Award of the new Adults Homecare Service, Extra Care and Children's Care Support Services Contract

Report of: Cllr Carole Hegley, Executive Member for Social Care and Housing

carole.hegley@centralbedfordshire.gov.uk

Advising Officers: Julie Ogley, Director of Social Care, Health and Housing, Julie.ogley@centralbedfordshire.gov.uk and

Sue Harrison, Director of Children's Services

Sue.harrison@centralbedfordshire.gov.uk

This report is a Key Issue

Purpose of this report

1. The report updates the Executive on the retendering of the current Adult Homecare and Extra Care contracts and Children's Care Support Services and seeks approval to award contracts to the recommended providers.

RECOMMENDATIONS

The Executive is asked to approve the providers who have been recommended to join the new Framework Agreement for the Adult Homecare, the Children's Support Services contracts and the Adult Extra Care contract.

Overview and Scrutiny Comments/Recommendations

2. This item is not required to go to Overview and Scrutiny Committee as it is a decision of the Executive but the Chair of the Social Care, Health & Housing Overview & Scrutiny committee has been consulted on the procurement and the outcomes.

Overview

3. Domiciliary Care services, also known as Homecare services, play a vital role in enabling people to live independently in their own homes, in promoting peoples' health and well being and protecting vulnerable Adults and Children.

4. It is essential that the Council ensures that there are sufficient high quality care providers in place so that people are able to exercise real choice and control over their lives and remain safely at home.
5. The Executive approved an extension for the current homecare framework contract for Adults and Older People and for the Extra Care Services in in February 2017 until 30 September 2017.
6. The extension period enabled a review of the current contractual arrangements and working with care providers to improve the operating model. It gave time to reflect on the challenges facing the homecare market, such as, workforce capacity and travel time due to the large rural base in Central Bedfordshire. This also gave an opportunity to consider including the services currently commissioned by Children's Services and the Bedfordshire Clinical Commissioning Group (BCCG) into the procurement process.
7. The extension period enabled efficiency through joint procurement with the other services and presented the opportunity to optimise the "core offer" to the local market. Care providers have welcomed this approach as this enables them to consider expanding their portfolio of services to support business viability.
8. This report provides the details in how the new services to be commissioned were determined and recommends a number of providers for the award of the new contracts. It presents the preferred framework agreement for the Adult Home Care and Children Support services contract and a block contract for the Adult Extra Care contract.

Background

9. As highlighted above, the extension for the Adult contracts allowed time to consider bringing together the following services in to one procurement exercise:

a) Homecare Services for Adults

These provide support in the community to individuals that require care and support at home and this is determined through a health and social care assessment. The service is for older people, adults with mental health conditions, adults with learning disabilities, adults with physical disabilities and people with long term health conditions and dementia.

b) Adult Extra Care Services

Extra Care provides support at home as the Homecare Service outlined above, but within four extra care housing schemes. These are:- Lavender Court (Amphill), St. Georges Court (Leighton Buzzard), Redhouse Court (Houghton Regis) and Quince Court (Sandy).

The service enables individuals to retain their independence and benefit from 24 hour on-site support from the approved care provider in partnership with the housing provider.

c) Children's Care & Support Services

This includes care and support for children & young people with physical, learning disabilities and/or autism and supports parents and carers to perform day to day tasks and enables children to live in their own home.

It also provides social opportunities for children and breaks for parents and carers.

**c) Bedfordshire Clinical Commissioning Group (BCCG)
Continuing Health Homecare Service**

BCCG are committed to joining the Homecare Framework but are not able to join in Phase 1 of the Framework which is implemented on 1 October 2017, however there is mutual agreement that further opportunity will be explored in the future. This has been communicated to care providers and factored into the contract.

Customer Engagement

13. Prior to the service specification being finalised, a survey to Homecare customers was commissioned through Healthwatch Central Bedfordshire to enable the Council to ascertain what factors were important to current and future customers. Customers in each Extra Care scheme were involved through correspondence and with follow up meetings held in each scheme. These were well attended by customers and interested relatives and they were able to give feedback and receive reassurance. Customer feedback was that: quality of care, continuity of carer, punctuality and duration of calls were the most important factors identified. A question was also asked about any new needs that would need to be considered in the design of a new service. There was little response to this question, which indicates that customers are largely satisfied with the current service provision.

Changes to the Adults Homecare Service

14. For the Adults service and after careful consideration of other contractual operating models it was felt that a version of existing Framework Agreement was the most appropriate operating model moving forward. The difference to the existing framework agreement is the Council is taking advantage of the light touch regime for social type services under the Public Contract Regulations to design a quasi framework structure which offers the opportunity for the Council to open the arrangement to new providers at agreed points if necessary.

15. This will help address the potential skills and capacity issues that the Council has been experiencing in certain areas in Central Bedfordshire and will enable new care providers to demonstrate that they have appropriate capability and resource to help address any shortfall. It is anticipated that the first opportunity to open the framework might be six months after the initial go-live date, which will be in April 2018 (Phase 2) and yearly thereafter.
16. As part of continuous improvement and taking account of provider and customer feedback, some changes have been made to improve the new service for Central Bedfordshire customers and enable providers to operate more efficiently.
17. The key changes to the Adult Homecare service include the following:

Operating Zones – Change from Four to Six

18. In response to the provider feedback the four original Lot Areas (which were aligned to the BCCG Locality areas) have been increased to six new zones. The original areas were considered too vast which impacted on travel time and cost for carers between the original Lot areas and made it less viable for providers to sustain business. This also affected care worker punctuality.

15 Minute Calls

19. To improve the quality of the customer experience, providers now have to spend at least 10 minutes at the home to qualify for a 15 minute call payment. The previous contractual arrangements allowed payments for calls from 1 minute up to 17 minutes and 30 seconds. Sometimes medication visits and checks on customers well being (check call) do not take a full 15 minutes but the Council needs to allow for travel time to support the nature of these calls. The tolerance around these calls now included in the new contract will range from 10 minutes up to 22 minutes and 30 seconds.

Termination period and notice to customer

20. Providers will now be required to engage with customers before handing back packages to the Council. Termination periods are now based on scalability around notice period based on volume of business. This will allow the Council time to re-provision care in a more measured manner and keep customers advised of the changes and reassured.

Hospital Discharge Supplement (HDS)

21. To enable continuity of care for customers who enter hospital and alleviate hospital pressure the Council is proposing to introduce an Hospital Discharge Supplement. This is a payment mechanism incentivising providers to resume care for people leaving hospital within 48 hours of being assessed to be medically fit for discharge.

Customers who are Self Funders

22. The Council recognises that providers also offer services to customers who are responsible for funding all of their care needs and the contract requires providers to be clearer and more transparent about the fees that are charged.

Changes to the Adult Extra Care Service

23. The following changes have been made to the extra care specification:

Staffing levels

24. The minimum requirement to have two carers on duty during the day has been reduced to one. This reflects the current levels of care needs within the schemes and would change if the care needs of the residents increased.

Waking Nights Option

25. The current contract includes night care provision from 10pm to 7am but this is only provided on an emergency basis only. Carers on duty are asleep in the building and only woken up when needed. The new specification aligns the night care provision to that in the Independent Living Scheme at Priory View where carers are awake on duty throughout the night. This enables residents to receive both planned and emergency care at any time and is a better alternative to residential care.

Changes to the Children's Support Services

26. The joint procurement exercise has increased the number of providers across Central Bedfordshire that is able to meet the needs of disabled children and their families.
27. The allocation process of assigning packages of care will be aligned to the same process as with adult services. This will ensure that the highest ranking providers on quality and price will be allocated new children and families in conjunction with Children's Services colleagues.

28. This approach also enables contract monitoring systems to be consistent across the commissioned children's and adult services. Potentially, this will provide the opportunity to further improve the transition journey of young people moving from children's in to adult services.
29. The following changes will further enhance the service.

Standard and enhanced support

30. To improve the quality of customer experience, providers were requested to bid different rates for standard and enhanced support. This will allow providers to support children with more complex needs by allocating the higher qualified care workers to support these children.

Mileage charges

31. Providers will now be able to charge for mileage whereas this cost was previously included in the hourly care rate. This arrangement will better reflect accurate costs of each element of service.

Procurement Process

32. The OJEU procurement timeline for the new contract started in July 2016 and the tender was published in February 2017 with a tender submission deadline of 22 March 2017. Providers were supported on the procurement process through three training workshops, which were all well attended.
33. The Council received 59 tender bids in total, 54 for Adults, 26 for Extra Care and 16 for Children's Services. Tender submissions were evaluated during the period of March to May 2017, and is still ongoing in relation to Extra Care Evaluation, which included tender evaluation, group moderation and input of subject matter experts in relation to the more specialist questions such as safeguarding and business continuity.
34. Answers to quality questions were scored against model answers using defined criteria on key areas such as outcome based personalised care, safeguarding, business and mobilisation plan, business continuity and workforce strategy. Prices were also evaluated to give a financial score. Each submission was then ranked combining the quality scores and the financial scores using a ratio of 55% quality to 45% financial for each area applied for.

Outcome for the Adult Homecare Service

35. From the 54 bidders for the Homecare service a total of 35 providers have met the required standard to be accepted onto the framework. This includes nearly all of the existing providers with 10 new providers. The number of providers will ensure sufficient coverage and availability across the whole of Central Bedfordshire. The recommended providers for each service are detailed in exempt Appendix A.
36. Subject to Executive approval the new contracts will apply from October 2017 for a period of three years with provision to extend for a further two years.
37. From the existing provider base, 3 homecare providers did not apply. The impact of this is minimal as customer numbers with these providers are very low. In addition, one existing homecare provider was rejected on the quality assessment. Again, the customer numbers are fairly low and all customers will be notified and given the opportunity to remain with their existing provider or move to an alternative provider in the area.

Outcome for the Adult Extra Care Service

38. From the 26 bidders for the Extra Care contracts 6 providers were shortlisted to the presentation stage. The presentation scores were then added to the quality and financial scores to enable the best providers to be awarded the contracts.
39. As a result one of the existing providers has retained their contract with the Council but as one of the providers did not bid for the new contract the Council will be offering the contract for one of the schemes to a new provider. The recommended providers for each service are detailed in exempt Appendix A.
40. Subject to Executive approval the new contracts will apply from October 2017 for a period of three years with provision to extend for a further two years.

Outcome for the Children's Support Services

41. From the 16 bidders for the Children's Support services, 10 providers met the required standard to be accepted on to the framework. This is an increase of 5 providers in addition to current arrangements. The recommended providers for each service are detailed in exempt Appendix A.
42. There is sufficient coverage across all operating zones for children's services. However, the final success lies with the new providers that have joined and how effectively they are able to mobilise in the zones for which they have applied for.

43. Subject to Executive approval the new contracts will apply from October 2017 for a period of three years with provision to extend for a further two years.

Council Priorities

44. The provision of a homecare service contributes to the Council priority of: Protecting the vulnerable; improving wellbeing and help support vulnerable people to maintain their independence and live at home supported by an appropriate and personalised package of care. A key aim of the new framework is to improve the delivery of care and the experience for our customers in Central Bedfordshire.

Corporate Implications

Legal Implications

45. The extension period of the contract comes to an end on 30 September 2017 and arrangements needs to be made for the ongoing provision of a homecare service for Central Bedfordshire.
46. The Council has taken advantage of the light touch regime in the Public Contracts Regulations 2015 to design an arrangement more flexible than framework contracts which are subject to the full rules. The arrangement is novel but has been comprehensively described in the procurement documents to ensure transparency and equal treatment among providers in the market. The Council will follow the rules it has prescribed in those documents in its management of the framework arrangements and as such it is considered it does not give rise to any legal issues, on the basis of a comprehensive and transparent procurement exercise. The flexibilities (such as re-opening and the length of the contract extension) are at the discretion of the Council and the advice is that if they are not exercised without further legal input to ensure that they remain permissible at the time the Council wishes to exercise them.

Financial Implications

Adult Homecare Services

47. Accurate financial forecasting of domiciliary care spend is complex due to factors such as different rates depending on length of calls, the pattern of calls, the rural nature of the area, and fluctuating needs of customers, some of whom may require two carers per visit. The Council currently spends approximately £10.5M per annum on homecare services.

48. Based on the analysis undertaken in July 2016, it is anticipated that demand for homecare will increase with the rising ageing population. In addition the rising costs of the National Living and Minimum Wage, additional work based pension costs and the general difficulty of recruiting and retaining staff, in times of low unemployment, are likely to impact of the overall costs of the services provided.
49. A detailed financial appraisal has been carried out which has compared current prices with the new tendered prices using extrapolated volumes across the new operating zones. The financial analysis indicates that the overall cost of the Adult Home care service is likely to increase by £1.1M over a full year but as the new contract does not start until 1 October 2017, the part year effect of the increase is £0.550M for 2017/18.
50. The Council has set aside money from the increase in Council Tax for Adult Social Care and this will be utilised to fund the additional cost of the new Framework.

Adult Extra Care Services

51. A financial appraisal has been undertaken using the price and number of care hours provided in 2016/17 and compared this to the new prices set out in the tender bids. The outcome would see a reduction in the costs of these services by £0.109M on an annual basis.

Children's Support Services

52. As with Adults the financial forecasting of care support for children is complex due to factors, such as, different rates, the pattern of calls, the rural nature of the area which impact on travel costs and the fluctuating needs of children.
53. In the previous contract arrangements the hourly rates charged for support services included an element for the mileage costs but the procurement process has separated these from the core care hours rate. This means it is difficult to make a straight comparison of the new costs included in the tender bids with those from 2016/17. However, using some average assumptions around the travel distances the analysis suggests that the costs of the new contract can be contained within the existing budget resource within Children's Services. There is a potential efficiency or some element of cost avoidance as the staff costs element contained within the current care rates may have needed to increase to accommodate the increase of the national living wage from April 2017.

Risk Implications

54. The Council will need to ensure a smooth transition with minimal disruption for existing customers.

55. One of the main risks to manage is disruption to existing customers receiving home care and to the provider market. These will be overcome by a managed transition process to the new contract over a period of time, with only new customers being placed with providers on the framework. Existing customers will be able to stay with their current provider or choose from the newly formed list of providers.

Equalities Implications

56. A detailed Equalities Impact Assessment has been undertaken for the development of the new framework and all issues identified have been addressed and incorporated within the service specification and procurement process.
57. For each customer of a homecare service, an individual care and support plan is agreed with them and adult social care staff. This ensures that the customer's care needs and individual preferences in how those care needs are met are agreed and set out for care providers to follow. Each care package therefore takes account of the customer's sex, gender, age, ethnicity, sexuality and disability.
58. The rural nature of Central Bedfordshire brings challenges for providers and improvements are being made to ensure equality of opportunity for those living in rural areas, those wishing to engage in a social life in the evening, those with challenging behaviours, for those transitioning from Children's to Adult's Services and for customers with both adult social care and health needs.

Conclusion and Next Steps

59. As the population of older people in particular increases, it is essential that the Council has developed this market to ensure that there are sufficient high quality providers of Domiciliary Care so that residents are able to exercise real choice and control and remain safely at home.
60. The new contractual arrangements, in tandem with improved ongoing quality monitoring, market stimulation, transparency through the availability of information including prices, and the introduction of electronic monitoring of care delivered, will result in services that are best placed to meet current and future demand, and that also represent best value to the Council and residents.
61. This procurement approach will deliver more robust contract arrangements that over time will result in improved quality to our vulnerable customers. It is important to note that customers will experience little if any change. Potential changes to their care provision are likely to occur following the normal review of their care packages, unless they wish to change care providers sooner.

62. All existing customers will be informed about the proposed changes to the contract arrangements through individual letters, and reassured that their care delivery will not be disrupted by this process. Colleagues are especially keen to offer reassurance to customers and their carers so as to allay fears of disruption to care arrangements.
63. For the few customers whose existing provider has not been successful, they will be informed of their options to remain with their current provider or move to a new provider if they wish.
64. The joint procurement for Adults Homecare, Extra Care and Children's Support services allows providers to offer services to a wider range of customers and enabling business viability and greater scope for workforce development.
65. There is opportunity to collaborate with the BCCG for the Continued Healthcare (CHC) packages for Adults and this will be confirmed by Autumn 2017. This option could offer further viability for those care providers who wish to extend their portfolio and maximise business development in this area.
66. The increase in operating zones from four to six will reduce travel time and enable tighter "runs" therefore creating efficiency and improving punctuality and better customer experience.
67. From the evaluation process above, there is sufficient coverage across all operating zones for the homecare services. However, the final success lies with the new providers that have joined and how effectively they are able to mobilise in the zones for which they have applied for.

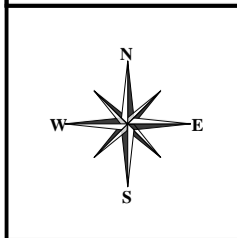
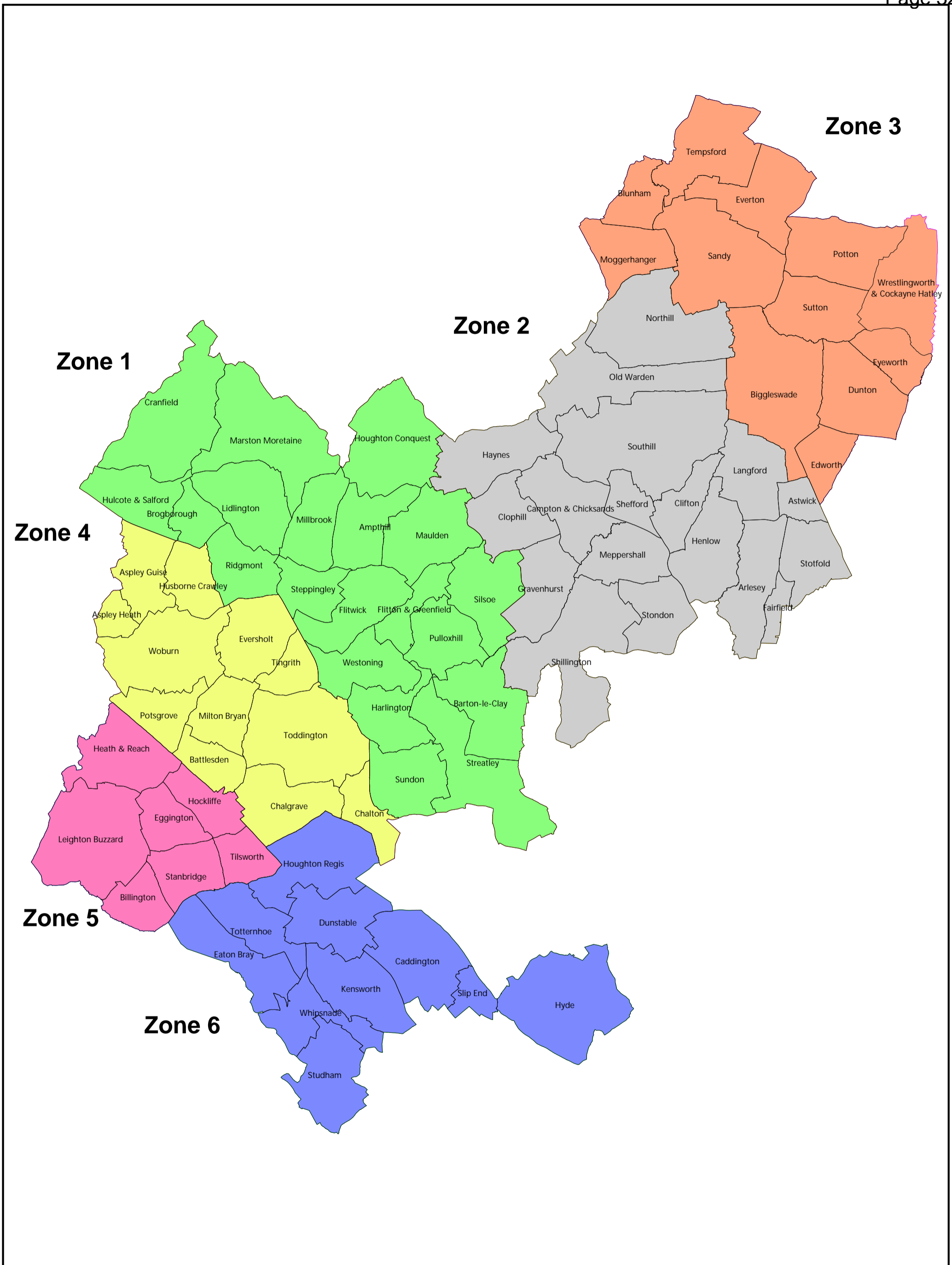
Appendices:

1. Appendix A - List of successful providers (Exempt)
2. Appendix B - Geographical map showing operating zones

Background Papers

1. Equalities Impact Assessment

This page is intentionally left blank



Date: 25 April 2017
Scale 1:145000

Home Care Operating Zones

© Crown Copyright and database right. 2017
Ordnance Survey 100049029.
Central Bedfordshire Council.
Cities Revealed aerial photography copyright
The GeoInformation Group, 2010



This page is intentionally left blank

Central Bedfordshire Council

EXECUTIVE

20 June 2017

Award of Contract - Development of Biggleswade South Gypsy and Traveller Site

Report of: Cllr Carole Hegley, Executive Member for Social Care and Housing
carole.hegley@centralbedfordshire.gov.uk

Advising Officers: Julie Ogley, Director of Social Care, Health and Housing,
julie.ogley@centralbedfordshire.gov.uk, and Ian Johnson, Housing
Development Manager, ian.johnson@centralbedfordshire.gov.uk,
Tel: 0300 300 5202

This report relates to a Key Decision

Purpose of this report

1. To provide tender evaluation information for approval by the Executive for the construction of a new Gypsy and Traveller Site at Biggleswade South. Approval is also sought for additional budget provision as the overall project cost will now exceed the original budget.

RECOMMENDATIONS

The Executive is asked to:

1. **approve the award of the most economically and qualitative advantageous tender to Contractor D in the sum of £1,690,081;**
2. **approve an additional £50,000 client contingency and £30,000 for Design Development; and**
3. **approve the total recommended budget of £1,770,081, being an increase in the approved budget for this project of £195,081.**

Overview and Scrutiny Comments/Recommendations

2. The report is not planned to go to the Overview and Scrutiny Committee.

Background

3. This report outlines the outcome of the tendering of the Biggleswade South Gypsy and Traveller Site Contract. This was procured using a JCT Design and Build Contract 2016.
4. The original budget provision for this project was £1,575,000.
5. The works were originally tendered, with the tender return being 31 March 2017. The lowest tender at this stage was for £2,070,380.
6. A value engineering exercise was undertaken with the bidders to reduce costs and the scope of works to an acceptable level, for which the bids were returned on 20 April 2017. The lowest clarified bid was £1,690,081 which presented a saving of £380,299 (18.4%) on the original bids.
7. There are a number of factors that could have influenced the tender figures received which include :
 - Potential increases in material costs and reduced labour resource availability following the Brexit referendum in 2016.
 - The “Off Grid” location of the site.
 - Other construction work within the area.
8. The revised tender submissions are higher than the approved business case of £1,575,000 but all original tenders were significantly above this estimate, produced in 2014 at the time the original Business Case was considered.
9. Following completion of the qualitative and quantitative evaluation, it is confirmed that Contractor D submitted the highest scoring submission.
10. Contractor D also submitted the most favourable commercial response scoring the full 70 points for the Financial Evaluation (1st), 13.6 points out of 20 for Quality and Service Delivery Evaluation (3rd) and 6 points out of 10 for the Presentation Stage (1st).
11. It is therefore the recommendation that **Contractor D** be appointed as the Main Contractor under the Design and Build JCT 2016 contract to develop the scheme to RIBA Stage 4 Detailed Design through to project handover, for the sum of **£1,690,081.00** (One Million, Six Hundred and Ninety Thousand, Eighty One Pounds and Zero Pence).
12. This is a lump sum contract using standard commercial terms following the Form of Contract which is supported by a priced schedule of work.
13. Any variations to the lump sum are to be agreed before the contractor is paid any additional or reduced sums.

14. It is also recommended that in addition to the tendered sum, £50,000 for Client contingency and £30,000 for Design Development contingency is included within the project budget due to the risks involved in relation to planning approval for reduced scope of works, and additional unforeseen factors that may be presented by this site.
15. In conclusion, the total recommended budget is **£1,770,081**, as set out below:

Description	Total
Form of Tender (Contractor D)	£1,690,081
Client Contingency	£50,000
Design Development Contingency	£30,000
Total Recommended Project Budget	£1,770,081

Reason/s for decision

16. To meet the accommodation needs of the Gypsy and Traveller population in Central Bedfordshire.

Council Priorities

17. The actions support the Council priorities by:
- Enhancing Central Bedfordshire – Improving the quality of publicly maintained Gypsy and Traveller site accommodation within the Central Bedfordshire area.
 - Creating stronger communities – Social cohesion between the travelling and settled communities in the Biggleswade area.
 - Protecting the vulnerable and improving wellbeing. It also contributes to the Council's ambition for 'Improved educational attainment'.

Corporate Implications

18. The site benefits from good design layout with excellent natural surveillance and the inclusion of a High Definition CCTV system which contributes to the community safety for the development.
19. A new bus stop located at the front of the site will enhance the public transportation links to the nearby town of Biggleswade and villages in the vicinity and will support the sustainability of the site.
20. A drainage strategy which incorporates an on site foul water treatment station ensures that the development meets public health requirements.

Legal Implications

21. The development will be administered using the JCT Design and Build Contract 2016.
22. Consideration was given to using the Standard Building Contract or NEC3 form of contract. However, the decision to use a JCT Design and Build Contract was made due to its flexibility and speed of delivery on site. Although there is far less control by the client on detailed design using this form of contract, the design risk rests entirely within the contractor's responsibility.
23. It is important to ensure that letters to unsuccessful tenderers comply with the Council's Procurement Rules. This will minimise/mitigate any risk of challenge from those tenderers.
24. Traveller matters can cause controversy resulting in a risk of challenges/complaints and general public interest. These risks can be minimised by ensuring that the Council's Procurement Rules are adhered to.

Financial and Risk Implications

25. The development has original budget funding of £131K per pitch incorporating £56K per pitch from the General Fund and HCA bid funding of £75K per pitch.
26. A financial viability assessment has been carried out which indicates that the development is scheduled to payback within a 45 year period.
27. An additional budget of £0.195M is required to facilitate this project, which will need to be financed either through additional borrowing or reduced spend elsewhere in the Capital programme.
28. It is probable that the Homes and Communities Agency would withdraw the grant funding of £ 0.9M if a decision is taken not to proceed with the development.

Equalities Implications

29. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation

30. Equality and diversity are key issues for all directorates within Central Bedfordshire Council. As part of the tender evaluation, contractors demonstrated their compliance with the Corporate Equalities Policy and incorporate this commitment within their method statements. As part of ongoing contract monitoring arrangements, the Council will check that statutory service delivery and employment requirements relating to equality are met.

Procurement

31. The contract has been tendered in accordance with the Council's Corporate Procurement Rules.
32. A contract advert was placed on the Council's tendering portal and following assessment of Pre-qualification questionnaires, five contractors were invited to submit a tender by 10th March 2017.
33. One of those contractors failed to submit a tender and was therefore discounted from further consideration.
34. The Standard Award Criteria Evaluation Mode used is a points system based upon 70% of the points being awarded for financial submissions, 20% of the points being awarded for quality method statement submissions, and 10% of the points being awarded for the Interview / Presentation given to a panel of staff members and customers.
35. The Financial and Quality /Interview stages were marked / scored independently. This was to ensure that each aspect of the tender scoring was not influenced by the other, and to help build in a greater level of separation and objectivity in the process.
36. The criteria for assessment of quality covered the following specific areas: Method statements, resources, implementation plan, monitoring, social value, similar experience, direct and sub consultants labour management.
37. An evaluation panel was made up of officers, and a member of the travelling community to evaluate all tender bids. The information provided in the quality method statements was reviewed and the outcome of the evaluation was to recommend a contractor who met quality and financial criteria, and provided the most economically advantageous tender.

Conclusion and next Steps

38. If members agree to award the contract, the next step is to enter into a contract with the Contractor D and develop the site.

Appendices

EXEMPT

Appendix A - Tender report

Background Papers

None.

Central Bedfordshire Council

EXECUTIVE

June 2017

2016/17 Quarter 4 Performance Report

Report of Cllr Richard Wenham, Executive Member for Corporate Resources (Richard.Wenham@centralbedfordshire.gov.uk)

Advising Officer: Richard Carr, Chief Executive (Richard.Carr@centralbedfordshire.gov.uk)

This report relates to a non-Key Decision

Purpose of this report

1. To report Quarter 4 2016/17 performance for Central Bedfordshire Council's Medium Term Plan (MTP) indicator set.

RECOMMENDATIONS

The Executive is asked to:

- Note performance against the indicators currently being used to help support the monitoring of progress against the Medium Term Plan priorities, and to ask officers to further investigate and resolve underperforming indicators as appropriate.
2. Since the Council was created in 2009, it has strived to strengthen Central Bedfordshire as a great place to live and work. This means delivering great value and services to residents, making sure that both businesses and individuals have great prospects for the future, in terms of education, skills and employment and enhancing Central Bedfordshire as a place.
 3. In 2015, the Council updated its plans for delivering its ambitions. This culminated in the new Five Year Plan 2015-2020 being adopted by Council in November 2015, based on six key priorities:
 - Enhancing Central Bedfordshire
 - Delivering Great Resident Services
 - Improving Education and Skills
 - Protecting the Vulnerable; Improving Well-being
 - A More Efficient and Responsive Council
 - Creating Stronger Communities
 4. This report represents the fourth view of a suite of indicators that will be reported throughout the lifetime of this Plan. As this is the final report for the 2016/17 reporting year, from the next report comparisons with the previous year will be available.

The Council's Five Year Plan

Since the Council was created in 2009, it has strived to strengthen Central Bedfordshire as a great place to live and work. For the Council this means delivering great value and services to residents, making sure that both businesses and individuals have great prospects for the future, in terms of education, skills and employment and enhancing Central Bedfordshire as a place.

In 2015, the Council updated its plans for delivering its ambitions. This culminated in a Five Year Plan 2015-2020 being adopted by Council in November 2015, based on six key priorities:

Enhancing Central Bedfordshire

	Performance will be reported	Last Reported	Latest Data	Direction of Travel	Current Status	
Percentage of Central Bedfordshire residents satisfied with the local area as a place to live	Resident's Survey	Sep 16	90 %	↓	★	of respondents
% feel safe when outside in their local area during the day	Resident's Survey	Sep 16	97 %	↓	▬	of respondents
% feel safe when outside in their local area after dark	Resident's Survey	Sep 16	81 %	↑	▬	of respondents
Number of new jobs	Annual (Dec)	Dec 15	500	↓	▲	new jobs
People in employment aged 16 to 64 (% above national average)	Quarterly	Dec 16	3.9 %	↓	▲	above national average
Average Earnings for Workers	Annual (April)	Apr 16	£487.0	↑	★	average earnings
New Homes completions (cumulative)	Quarterly	Mar 17	1,773	↑	★	new homes
Town Centre Vacancy Rates	Quarterly (Feb,May,Aug,...)	Feb 17	7.3 %	↓	●	town centre vacancies

Enhancing Central Bedfordshire Summary

The Council will retain the character of Central Bedfordshire whilst continuing to improve the prosperity of residents by:

- Investing in core infrastructure
- Supporting the creation of jobs
- Providing the quantity and type of housing required
- Improving Central Bedfordshire's town centres

It is also important that Central Bedfordshire's residents feel safe and are happy living in their local areas. The Council will therefore monitor how satisfied residents are with their local areas as places to live, and also that they feel safe, both during the day and after dark, through the annual Residents Survey.

In December 2016 there were 139,200 **people aged 16-64 in employment**. Central Bedfordshire remains above comparator areas, and is 3.9% above the national rate of employment, although below the council's target of remaining 5% above the national rate.

A vital element of ensuring the enhancement of Central Bedfordshire is to facilitate the provision of quality homes. The number of **new homes** completed in Central Bedfordshire has consistently increased year-on-year. By March 2017, there had been 1,773 new homes completed in 2016-17 financial year, exceeding the Council's annual target of 1,475 new homes by 20%.

A thriving town centre is vital for our communities, and the Council is working hard to improve town centres across Central Bedfordshire, with many plans already being carried out to support this. **Town centre vacancy rates** are a good way of indicating their success and prosperity, and the Council will monitor this closely so that it can be certain the work it is doing is effective. The vacancy rate in Central Bedfordshire's town centres currently stands at 7.3% (February 2016), a fractional (0.2%) rise on the 7.1% reported for November 2016.

To support the Council's commitment to enhancing Central Bedfordshire, the Council will actively work to encourage the growth of suitable businesses, influencing this through effective use of council assets, sector development and a package of support from Central Bedfordshire Council aligned to key businesses, sectors and potential investors.

Delivering Great Resident Services

	Performance will be reported	Last Reported	Latest Data	Direction of Travel	Current Status	
Perception of Council - Good quality services	Resident's Survey	Sep 16	70 %	↓	n/a	of respondents
Percentage of Central Bedfordshire residents satisfied with living environment	Resident's Survey	Sep 16	84 %		n/a	of respondents
Kg/household of black bin waste	Quarterly	Sep 16	134	↑	★	kg of waste per household
Satisfaction with highways maintenance	Annual (Oct)	Oct 16	52 %	↓	●	of respondents
CBC's relative position re condition of roads (principal)	Annual (March)	Mar 16	99 %	→	n/a	not requiring maintenance
CBC's relative position re condition of roads (non principal)	Annual (March)	Mar 16	97 %	→	n/a	not requiring maintenance
Leisure facility usage rates	Quarterly	Mar 17	555,945	↑	★	visitors
Libraries facility usage rates	Annual (March)	Mar 16	925,041	↓	n/a	visitors
Customer Services - numbers of service failures reported	Quarterly					New

Delivering Great Resident Services Summary

The Council will make sure that Central Bedfordshire's universal services, such as rubbish collection and recycling, road maintenance, Libraries and Leisure are of great quality.

It will do this by:

- Increasing access to parks and open spaces
- Revamping household waste recycling centres
- Improving the condition of roads and pavements
- Transforming leisure centres.

The Council are currently making progress with all of these services, but to make sure improvement continues a number of new measures have been developed that the Council will monitor closely.

Annual **road condition statistics** were most recently published by the Department of Transport in March 2017 (for the year 2015/16). This showed that principal and non-principal roads in Central Bedfordshire not requiring maintenance were reported as 99% and 97% respectively, maintaining the level of performance from last year's figures.

Figures for **leisure facility usage rates** have seen significant growth over the last year, particularly owing to the popularity of the new Flitwick Leisure Centre, with numbers at Tiddenfoot and Dunstable also showing notable increases. Over this financial year there was a 106% increase in usage at Flitwick Leisure Centre, Tiddenfoot increased by 19.6% and all sites showed increase in attendances.

Over Q4 2016/17, there was an increase of 161,478 usages compared to the previous period last year. There was a strong performance in March with a total of 211,037 usages at all of the leisure centres. This is the first time that this total has exceeded 200,000 usages in a single month.

The New Year promotions which ran in January/February across all of the leisure centres are likely to have contributed to an increase in membership levels. There will be other similar campaigns run during the year.

Customer Services - numbers of service failures reported - Will be reported in 2017/18.

Improving Education and Skills

	Performance will be reported	Last Reported	Latest Data	Direction of Travel	Current Status	
School readiness - % of children achieving a good level of development at the Early Years Foundation	Annual (Sept)	Sep 16	68.5 %	↑	▲	of children
Attainment 8 - ranking	Annual (Dec)	Dec 16	90	↓	▲	out of 151
% of Schools rated Good or Outstanding (Quarterly)	Quarterly	Mar 17	87 %	↓	●	of 136 schools
% of young people aged 16-18 who are in education, employment or training (EET)	Annual (Feb)	Feb 16	90.4 %	↑	■	of 16-18 year olds in EET
Employer Skills Gaps	Annual (Dec)	Dec 15	29 %	↑	★	of businesses reporting skills gaps

Improving Education and Skills Summary

The Council will support the academic and social success of Central Bedfordshire's children and young people as well as their physical wellbeing. And the Council will support adult learning too, so that everyone will have access and incentives to work, either in Central Bedfordshire or elsewhere.

It will do this by:

- Working in partnership with schools, parents and communities
- Building new schools and expanding existing ones
- Creating a range of routes to work such as apprenticeships and specialist schemes for older employees

The % of Schools rated Good or Outstanding has fallen from 89% in Q3 to 87%. This is due to one school receiving a poor OFSTED inspection.

Protecting the Vulnerable; improving well-being

	Performance will be reported	Last Reported	Latest Data	Direction of Travel	Current Status	
Children's Safeguarding - Referrals as a percentage of the child population	Quarterly	Mar 17	3.2 %	↑	nt	referrals
Percentage of referrals of children leading to the provision of a social care service	Quarterly	Mar 17	93.2 %	↑	★	provision of social care service
LAC - School attendance (when entering care and registered at school)	Annual (July)	Jul 16	92.7 %	↓	nt	attendance
% of care leavers at age 17-21 who are engaged in education, training or employment	Quarterly	Mar 17	70.2 %	↑	★	care leavers in EET
Proportion of adults subject to a safeguarding enquiry of those known to adult social care	Quarterly	Mar 17	1.35 %	↑	★	adults with a safeguarding enquiry
Total non-elective admissions in to hospital (general & acute), all-age, per 100,000 population	Quarterly	Dec 16	2,543	↓	▲	admissions
Avoiding admissions to Care Homes	Quarterly					New
Average age of customers admitted to a residential care home (65+)	Quarterly	Mar 17	86.2	↑	★	average age
Delivery of new dwellings suitable for older people	Quarterly	Mar 17	164	→	nt	dwellings
Premature Deaths (persons per 100,000)	Annual (Dec)	Dec 15	280	↑	●	out of 100,000
Hate Crime incidents reported	Quarterly	Mar 17	48	↑	nt	incidents reported
No. of Domestic Abuse incidents reported	Quarterly	Mar 17	742	↓	nt	incidents reported

Protecting the Vulnerable; improving well-being Summary

The Council will strive to protect anyone who may be at risk of exploitation, abuse or suffering, regardless of their age or disability. And the Council will work to improve the health and wellbeing of all Central Bedfordshire residents.

It will do this by:

- Identifying children and families who may be in vulnerable situations and intervene early where necessary to make sure Central Bedfordshire's youngsters have the best start in life
- Developing social care and housing services so that people are able to live independently for as long as possible
- Working beyond organisational boundaries, particularly with the Council's partners in the health service, to offer joined up services that are available in the right place and at the right time

Children's safeguarding referrals, as a % of the population, have dropped by a third compared to this time last year (from 4.1% in March 2016 to 3.2% in March 2017). This is as expected with the increased Early Help offer, and the effective work of the Multi Agency Safeguarding Hub. This is also demonstrated by the increase in **Percentage of referrals of children leading to the provision of social care service** (93.2% March 2017) which remains well above the target of 85%.

The **% of care leavers engaged in education, employment or training** remains at over 70%; continuing to perform well above target (65%) demonstrating the effectiveness of the advice and support offered to care leavers.

Proportion of adults subject to a safeguarding enquiry of those known to adult social care - Safeguarding means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect. It's fundamental to high-quality health and social care.

For this measure the smaller that the percentage figure is the better. For the fourth quarter in 2017/18, (December 2016 to March 2017), 5,946 clients had either an open referral or had a request for service and of those 80 were subject to a safeguarding enquiry.

Avoiding admissions to Care Homes - This measure is presently being set-up and is due to go live in 2017/18. It will help show how Central Bedfordshire Council is assisting residents to remain at home. This measure is complex to calculate and evidence due to the many sources of data.

Average age of customers admitted to a residential care home (65+) - The higher the age in residential homes the better as this means the Council are being effective in helping people stay in their own homes. For Q4, (January 2017 to March 2017), the average age of admission to residential care has risen to 86.2 years from 84.1 years in Q3 (September 2016 to December 2016).

During 2016/17 there were 183 admissions to residential care with 17% of admissions relating to a customer with a diagnosis of dementia. (The 2016/17 average age was 86.1).

Delivery of new dwellings suitable for older people - No new specialist schemes were delivered in the second half of 2016/17, although over the year 164 new dwellings suitable for older people have been delivered.

Hate Crime incidents reported - Hate crimes are also being monitored to support the Five Year Plan priority of protecting the vulnerable and improving well-being. Hate crimes have historically been under-reported, and so the Council encourages such crimes to be reported.

During the fourth quarter of 2016/17, a total of 48 hate crimes were reported. This significant increase in Q4 is the highest quarter of hate crimes reported for the financial year.

The Hate Crime Partnership held a successful Hate Crime conference in February with over 150 professionals attending. It was aimed at front line staff to educate and encourage raising awareness and promotion via their websites and social media sites. This may have had some impact on reported crimes.

Number of domestic abuse incidents reported - The Council is working hard to tackle domestic abuse in Central Bedfordshire. Levels have dropped in the last three months, with a total of 742 incidents reported during the fourth quarter of 2016/17, a 6% decrease on the total number (789) reported for Q3 2016/17. This mirrors levels of the previous year where a 5% decrease was seen in Q4 when compared to Q3. Domestic abuse incidents are categorised as crime and non-crime incidents. Recorded crimes have increased by 7% when compared to Q3 and have also shown an increase on Q4 2015/16 (10% increase).

Repeat incidents have remained at a similar level in Q4 when compared to Q3, with a 33% rate compared to 32% in the previous quarter. This is a decrease on the 2015/16 Q4 rate of 36%.

45% of the incidents recorded were noted to have a "child present at the address (not necessarily at the time of the incident)", this level remains stable when compared to Q3 but has decreased from levels seen in 2015/16; Q4 was 48% and Q3 was 52%.

The Council encourages the reporting of domestic abuse and monitors numbers as part of its commitment to protecting the vulnerable. The partnership domestic abuse website has been relaunched and in Q4 this year there were 2,223 visitors compared to 135 in Q4 last year.

The Corporate Domestic Abuse Strategy is progressing well with all year one priorities on track and directorates showing commitment to improving the coordinated whole council response to Domestic Abuse. Service user consultation work has been identified as a key action from the strategy and will be completed by the middle of May helping to gain valuable feedback and keep service users at the core of this work.

A more efficient and responsive Council

	Performance will be reported	Last Reported	Latest Data	Direction of Travel	Current Status	
Perception of Council - Value for money	Resident's Survey	Sep 16	58 %	↓	★	of respondents
Perception that Council acts on the concerns of residents	Resident's Survey	Sep 16	55 %	↑	📊	of respondents
Time taken to process Housing Benefit, Council Tax Benefit, new claims & change events - Days	Quarterly	Mar 17	10.2	↑	▲	days
Call wait times average - (seconds)	Quarterly	Mar 17	103	↑	★	seconds
% of Customer contact by the web	Quarterly	Dec 16	0 %	→	📊	of customer contact
Repeat issues (2nd calls or more to contact centre)	Quarterly					New

A more efficient and responsive Council Summary

The Council will be focused on cost effectiveness and efficiency in all that it does. Customers, the residents and businesses of Central Bedfordshire, will help to determine whether it is successful in this ambition. The Council will listen to their opinions, views and preferences in shaping its plans.

It will do this by:

- Maximising the value for money achieved for every pound of Council Tax payer's money that is spent
- Improving the productivity of its workforce by continuing to listen and engage with them in developing the organisation
- Making use of technology to make it easier for customers to contact and do business with the council on line
- Modernising its way of working so that organisational costs are reduced on overheads such as office accommodation, travel costs and paper.

Processing housing benefits - The Q4 speed of processing of Housing Benefits new claims and change events was 10.2 days against a target of 8.6 days. Whilst the target has not been achieved, this was a 22% improvement on the same quarter in 2015/16.

Overall performance improved slightly from Q3 to Q4 in 2016/17, although more significantly the number of outstanding benefit work items at the end of March 2017 reduced by over 2,000 when compared to March 2016, which means the improved performance should continue into 2017/18.

Call wait times have met or been ahead of target consistently over the last quarter, ensuring that the customer experience remains positive when contacting Customer Services by telephone.

% of Customer contact by the web - no longer reported, alternative measure is being considered.

Repeat issues (2nd calls or more to contact centre) - To be reported from 2017/18.

Creating stronger communities

	Performance will be reported	Last Reported	Latest Data	Direction of Travel	Current Status	
Perception that people can influence decisions in their own area	Resident's Survey	Sep 16	39 %	↑		of respondents
Perception that people in the local area pull together to improve the local area	Resident's Survey	Sep 16	75 %	↑		of respondents
Percentage that volunteer	Resident's Survey	Sep 16	35 %	↓		of respondents
Number of volunteers engaged within the community (currently the village care schemes)	Quarterly	Dec 16	942	↓		people
Number of customers supported within the community (currently by the village care schemes)	Quarterly	Dec 16	748	↑		people
Town and parish survey satisfaction	Res./Staff Survey					New

Creating Stronger Communities Summary

The Council will do all it can to strengthen community spirit in Central Bedfordshire's towns and villages, nurturing a sense of place and belonging to build resilience and reduce social isolation.

It will do this by:

- Creating more opportunities for community participation in local affairs and services
- Supporting voluntary activity so that local people are helped to help themselves
- Making all of the assets the Council owns in Central Bedfordshire's towns and villages (parks, open spaces, buildings etc.) more available to local people for community events and activities
- Working with town and parish councils so that more services are provided at a local level

Volunteers engaged within the community (village care schemes) - For Q3 the reduction in volunteers is a result of either volunteers moving away or becoming ill. Volunteers by locality are as follows:- Chiltern Vale - 277, Ivel Valley - 327, Leighton Buzzard - 77 & West Mid Mids - 261.

Customers supported within the community (village care schemes) - Q3 feedback from Bedfordshire Rural Community Charities (BRCC) indicates that there have been noticeable increases in new customers in Pottton, Biggleswade, Houghton Regis, Leighton Buzzard and Sandy. The areas where longer term, more frail customers have been lost are Caddington, Leighton Buzzard, Houghton Regis & Slip End.

Planned Actions: BRCC has been working in a number of areas to stimulate the growth of schemes and activity. Dunstable formally launched a scheme in early December, but no requests for help had yet been made at the time of the report. Eversholt and Stondon are also in the process of developing schemes.

Quarter 4 Summary

5. There are 46 indicators in the MTP suite and all but three of these are reported in the accompanying scorecard. These three indicators are in development and once the necessary development work has been completed, data for these will be included in future reports.
6. The information includes an indication of when data is due to be reported. For those indicators that are identified as ‘Res./Staff Survey’ these are reported every even numbered year eg. 2012, 2014, 2016, etc.
7. This report includes the latest available data for all the Council’s MTP indicators (except for those where data is unavailable at this time), even if new data is not being reported this quarter, so that a complete picture of overall performance is given. Commentary is only provided for those indicators that are reporting new data for this report.
8. In this report performance against agreed targets is shown and the direction of travel where data has become available.
9. Arrows in the scorecard show the performance ‘direction of travel’ and the RAG symbols show whether or not agreed targets are being met.

Performance Judgement	
Direction of travel (DoT)	RAG score
 Performance is reducing	 Target missed – Performance at least 10% below the required level of improvement
 Performance remains unchanged	 Target missed – Performance less than 10% below the required level of improvement
 Performance is improving	 Target achieved

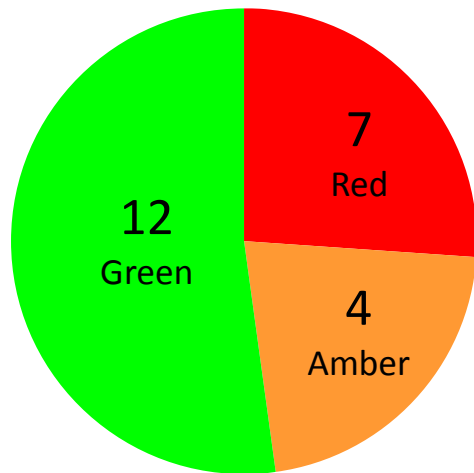
10. Work is continuing to consider the presentation of measures on the Council’s website. This has the potential to deliver improvements that will help residents to see current performance at a glance and view progress to date.

Performance Against Targets and Direction of Travel

11. Of those measures that currently have targets set:
 - 12 are reporting as green
 - 4 are reporting as amber
 - 7 are reporting as red

One measure has moved from ‘amber’ to ‘red’, ‘People in employment aged 16 to 64 (% above the national average)’. Commentary is provided in each section of the scorecard to explain performance against target.

Diagram – RAG status including totals



12. Of those measures that currently have a Direction of Travel (DoT) set:
- 21 are reporting DoT in a positive direction
 - 4 are reporting DoT as neither positive or negative
 - 16 are reporting DoT in a negative direction

The net movement is positive with 2 fewer measures reporting DoT in a 'negative' direction. These have been replaced by one extra report of 'neither negative or positive' and one of 'positive'. Commentary is provided in each section of the scorecard to explain performance against Direction of Travel.

13. As historic information is built up for this relatively new set of indicators, further analysis of performance compared to previous data will be made available.

Council Priorities

14. The measures selected for the reporting of performance reflect the Council's priorities. Measures are reported under the headings in Central Bedfordshire Council's 5 year plan.

Corporate Implications

Legal Implications

15. None directly, however any areas of on-going underperformance would reflect a risk to both service delivery and the reputation of the Council.

Financial Implications

16. None directly, although the Medium Term Plan indicator set provides a view of the value for money delivered by the council.

Equalities Implications

17. This report highlights performance against a range of indicators which measure how the Council is delivering against its Medium Term Plan priorities. It identifies specific areas of underperformance which can be highlighted for further analysis. Whilst many of the indicators deal with information important in assessing equality, it is reported at the headline level in this report.
18. To meet the Council's stated intention of tackling inequalities and delivering services so that people whose circumstances make them vulnerable are not disadvantaged, performance data for indicators in this set is supported by more detailed performance data analysis at the service level and this is used to support the completion of equality impact assessments. These impact assessments provide information on the underlying patterns and trends for different sections of the community and identify areas where further action is required to improve outcomes for vulnerable groups.

Public Health

19. The Medium Term Plan indicator set includes measures on premature deaths and use of leisure centres.

Sustainability:

20. A broad range of indicators relating to sustainability including those covering employment, library usage, active recreation and waste are included in the Medium Term Plan indicator set.

Community Safety:

21. The measures included cover perception of safety both during the day and at night.

Risk Management:

22. Effective monitoring of performance indicators mitigates the risk of failing to deliver the Council's priorities, reputational risks and the risk of failing to deliver statutory responsibilities.

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank